

BETHANY COMMUNITY CHURCH
JOB DESCRIPTION

Administrative Associate

- Summary:** The Administrative Associate provides vital behind the scenes support for Bethany-wide functions.
- Location:** Bethany Central Services (office at Bethany Green Lake)
- Reports to:** Executive Coordinator
- FLSA Status:** Non-exempt, Part-time

KEY RESPONSIBILITIES

- Provide administrative support for Bethany-wide functions including but not limited to: manage the general staff inbox, manage Sunday attendance data, distribute mail, order supplies, audit and update information in church database and on Bethany's website, and coordinate facility rentals and events
- Provide administrative support for the Central Services Executive Coordinator, and other Central Services departments as needed and appropriate (Communications, Finance, Technology, Human Resources, Strategy)
- Perform other duties as a member of the Bethany Community Church Staff, or as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, and customer service
- Excellent verbal and written communication skills
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing
- High school diploma and one to three years of relevant work experience, or an equivalent combination of education and experience required
- Excellent interpersonal skills
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church

OTHER SPECIFICATIONS

Work Schedule: Typical work schedule is 18 hours/week

Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.

Working Conditions: Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work earlier or later than regular schedule. The office environment is fast-paced and may be considered stressful. Must be able to adapt your approach and priorities in real-time based on shifting demands.

Non-smoking building and environment.

Compensation: Dependent on experience

Benefits: Paid sick leave

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.