

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Family Ministries Administrative Assistant

- Summary:** The Family Ministries Administrative Assistant provides essential ministry support for the Family Ministries Team to achieve our vision of loving, inspiring, and equipping families, parents, leaders, youth, and children as we invite all to God, community, and wholeness.
- Location:** Bethany Green Lake
- Reports to:** Pastor of Children, Youth, and Family Ministries
- FLSA Status:** Non-exempt, Part-time (24 hrs/week), may be combined with another part-time position

KEY RESPONSIBILITIES

- Create a culture of hospitality and congregant focus by acting as a point of contact for Children, Youth, and Family Ministries by answering congregant questions, assisting the ministry team in processing, contacting, and supporting volunteers, maintaining accurate information on the website, and ensuring congregants are informed of ministry events.
- Provide administrative leadership, coordination, and support of the Children, Youth, and Families Ministry team, including creatively facilitating and enhancing communication and publicity, managing processes and systems in collaboration with the team for events, classes, and workshops.
- Perform logistical and administrative duties for ministry events, meetings, and classes: reserve rooms, request setup, order food and supplies, create event registrations, prepare materials, coordinate publicity with the Communications Team, and communicate Audio/Video needs with the Technology Team, as needed.
- Work with other administrators in managing the church database and attendance records, invoice and payment records/budgets, and serving as liaison between outside vendors (as needed) and pastoral staff to ensure a smooth and memorable experience.
- Perform other duties as a member of the Green Lake and Bethany Community Church Staff, or as the situation arises/assigned by supervisor.
- Engage in administrative support with other Green Lake ministries and perform other duties as a member of the Bethany Community Church Staff, or as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Excellent verbal and written communication skills and ability to multitask
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing
- Ability to interact with a variety of individuals and constituencies with emotional maturity and manage sensitive, confidential information
- High school diploma and to one to three years relevant work experience, or an equivalent combination of education and experience required

OTHER SPECIFICATIONS

- Work Schedule:* Typical work schedule is 24 hours/week, including Sunday and Monday, with some flexibility for daytime work hours Tues, Wednesday, Thursday, in collaboration and with approval of Manager
- 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. This position may also require flexibility to adjust work schedule from time to time to work earlier or later than the regular schedule. The office environment is fast-paced and may be considered stressful due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multitasking.
- Compensation:* Dependent on experience
- Benefits:* *Not available for this position, unless combined with another position and over 30 hours/week.* Paid Safe and Sick Time (PSST) is provided in accordance with the City of Seattle PSST Ordinance.

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.