

**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, 32 hours a week

KEY RESPONSIBILITIES

- Create a culture of hospitality and congregant focus by acting as a point of contact for Children, Youth, and Family Ministries: answer congregant questions, assist ministry teams in processing and supporting volunteers, maintain accurate information on the website, and answer phone calls/welcome visitors at the Bethany Green Lake office.
- Support the Family Ministries Team in administrative and ministry projects, meet clerical and operational needs in collaboration with the entire team.
- Provide logistical and administrative support 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 AV needs with the Technology Team, as needed. This includes management of church database and attendance records, as well as invoice/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.

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 Community Church
- 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
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing
- Contagious enthusiasm for learning
- Ability to prioritize tasks and work on several projects at once
- Ability to interact with a variety of individuals and constituencies with emotional maturity and to 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

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 32 hours/week, with the potential of occasional Sunday responsibilities
<i>Physical Demands:</i>	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.
<i>Working Conditions</i>	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 early or later than 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 requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

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.