

**BETHANY COMMUNITY CHURCH  
JOB DESCRIPTION**

**Central Services Administrative Assistant**

**Summary:** The Central Services Administrative Assistant 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, Full-time

**KEY RESPONSIBILITIES**

- Provide administrative support for Bethany-wide functions, some tasks include: answer phones, track attendance across all locations, audit and update information in the church database and on Bethany's website, distribute mail, order supplies, provide logistical support for All Staff Meetings, coordinate on-call pastor schedule, monitor general staff email inbox, and coordinate facility rentals
- Assist Mission's department on Strategic Visit team trip plans, pre-trip and post-trip meetings, committee meetings, department reports, volunteer processing, missionary visits, and communication/correspondence
- Provide administrative support for the Central Services Executive Coordinator, and other Central Services departments as needed and appropriate (Communications, Finance, Technology)
- 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 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
- High school diploma and to one to three years relevant work experience, or an equivalent combination of education and experience required
- Excellent interpersonal skills

## OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 40 hours/week
<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>	<p>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.</p> <p>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.</p> <p>Non-smoking building and environment.</p>
<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.*