

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Green Lake Administrative Assistant

Summary: The Green Lake Administrative Assistant provides vital behind the scenes support for various Bethany Green Lake ministries.
Location: Bethany Green Lake
Reports to: Green Lake Coordinator
FLSA Status: Non-exempt, Part-time (15-25hrs)

KEY RESPONSIBILITIES

- Provides administrative support for various Bethany Green Lake ministries; some tasks include ordering supplies, auditing and updating information in the church database and website, providing logistical support for ministry meetings and events, answering phones and welcoming office visitors, processing volunteers, and coordinating projects as needed
- Assist Welcome, Worship, and Communications Teams in processing newcomer and attendee information and prayer requests, preparing materials for worship services, creating and printing bulletins and other materials, managing administrative volunteers, and maintaining the reader board
- 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

Work Schedule: Typical work schedule is Monday through Friday, 15-25 hours per 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 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 multitasking.

Non-smoking building and environment.

Compensation: Dependent on experience

Benefits: Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.