

**BETHANY COMMUNITY CHURCH**  
**JOB DESCRIPTION**

**Multi-Site Administrative Assistant**

**Summary:** The Multi-site Administrative Assistant provides administrative support to Central Services and Bethany Green Lake.

**Location:** Bethany Central Services (office at Bethany Green Lake)

**Reports to:** Executive Coordinator

**FLSA Status:** Non-exempt, Full-time

**KEY RESPONSIBILITIES**

- Provide administrative support to the Executive Coordinator and other Central Services departments as needed and appropriate (*approximately 20 hours/week*)
  - Cultivate a culture of hospitality by answering phone calls, responding to general inquiries via the staff email, and welcoming visitors
  - Maintain Sunday attendance data, oversee supply ordering, distribute mail, audit and update information in the church database and on the website, and coordinate facility rentals and events
  - Assist in the coordination of Bethany-wide events including All-Staff meetings, staff retreats, the Annual meeting, and strategic planning meetings
  - Participate in Central Services team meetings
- Provide administrative support to Bethany Green Lake leadership and team. (*approximately 20 hours/week*)
  - Provide support in the logistical coordination of department head meetings, Green Lake staff meetings, and Local Oversight Team (LOT) meetings
  - Manage the reception of and response to congregant inquiries and prayer requests
  - Participate in Green Lake staff meetings
- 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
- Demonstrates a learner's spirit and adaptability to shifting demands

- 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 Monday-Friday, 40 hours/week. May occasionally require Sunday or evening work contingent upon BCC ministry events.

*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:* 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.*