

BETHANY COMMUNITY CHURCH
JOB DESCRIPTION

Administrative Assistant- Congregational Life & Adult Ministries

- Summary:** The Congregational Life and Adult Ministries Administrative Assistant contributes to a collaborative culture of hospitality and engagement through administrative excellence.
- Location:** Bethany Community Church - Green Lake
- Reports to:** Congregational Life Pastor
- FLSA Status:** Non-exempt, Part-Time

KEY RESPONSIBILITIES

- Administrative leadership, coordination, and support of logistics for Congregational Life and Adult Ministries, including project management, communication and promotion plans, meeting agendas, follow-up action items, facilitating registrations, calendar requests, meeting spaces, volunteer equipping and appreciation and other duties as needed in support of Green Lake ministries and worship services.
- Cultivate a culture of hospitality and engagement through direct and indirect contact and communication with congregants: phone calls, emails, newsletters, updated systems (e.g. database and website), and assisting ministry teams in supporting volunteers.
- Coordinate logistics for special services such as weddings and memorial services including: inquiring couples and grieving families, facility needs, overseeing communication of event details to the point of contact for the event.
- Participate as a member of the Green Lake and BCC staff. Perform other duties as the situation arises, or as requested by a supervisor.

POSITION QUALIFICATIONS

- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, and congregant focus
- 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, 18 - 40 hours/week. May occasionally require Sunday or evening work contingent upon 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 buildings 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.