

Administrative Assistant to the Lead Pastor and Executive Pastor

Purpose:

The Administrative Assistant to the Lead Pastor and Executive Pastor will provide administrative support to help further the mission and ministry of Bell Shoals Church.

Hours: Monday through Thursday at 32 hours per week

Reports to: Lead Pastor and Executive Pastor

Responsibilities:

1. Provide support to the Lead Pastor and Executive Pastor
 - a. Manage church calendar for staff meetings.
 - b. Prepare and organize Quarterly Church Conference materials.
 - c. Work with Committees for meetings, notebooks, and vetting process.
 - d. Provide leadership in managing basic office supplies.
 - e. Assist in new employee onboarding process.
 - f. Work with Deacon leadership for meetings, regular communication, Lord's Supper supplies, and etc...
 - g. Ensure Lead Pastor's sermons are transcribed.
 - h. Update and maintain attendance statistics.
2. General Responsibilities
 - a. Represent the Lead Pastor and Executive Pastor in a professional manner at all times, both during business hours and in personal life.
 - b. Use of internal systems such as Espace and Ministry Platform.
 - c. Manage budget accounts, purchase orders, check requests, and transfer requests.
 - d. Complete other assigned tasks to advance the ministry and mission of Bell Shoals Church.
 - e. Be a staff member that has a commitment to excellence, heart to serve, spirit of humility, conviction to lead, focus on team, culture of fun, and passion for people.

Qualifications:

1. College degree preferred, but not required.
2. Passionate and enthusiastic about the mission of Bell Shoals Church.
3. Effective written, verbal, and interpersonal communication skills.
4. Excellent organization skills and attention to detail, including computer skills.

5. Ability to maintain confidentiality in regards to personnel, volunteers, and families.