

Administrative Assistant to the Operations Pastor and Facilities Director

Purpose:

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

Hours: Monday through Thursday/Friday at 40 hours per week

Reports to: Operations Pastor and Facilities Director

Responsibilities:

1. Provide support to the Operations Pastor and Facilities Director
 - a. Manage and maintain the church database, including being a resource to other support staff.
 - b. Manage and maintain the facilities department infrastructure, including the database, cleaning schedules, and set-ups.
 - c. Provide leadership in organizing and executing special events.
 - d. Provide leadership in office efficiency, including managing copy machines/supplies.
 - e. Manage the arrival and distribution of deliveries.
2. General Responsibilities
 - a. Represent the Operations Pastor and Facilities Director in a professional manner at all times, both during business hours and in personal life.
 - b. Use of internal systems such as Espace, Streamline, 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. Self-motivated and a willingness to learn new systems.
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.