



## **Big Woods Bible Church (BWBC)**

**Title: Administrative Assistant**

**Classification: Hourly Non-Exempt**

**Reports to Senior Pastor**

### **Purpose/Summary of Position:**

The Administrative Assistant provides clerical support for the pastoral staff and creates a welcoming and professional office environment.

### **Areas of Responsibility (in priority order):**

- Provide administrative support for the Senior Pastor. Duties will include keeping the Senior Pastor's calendar, scheduling appointments, and other administrative duties.
- Provide administrative support for the remaining pastoral staff, church leaders, ministry leaders and other volunteers.
- Assist in the execution of the communication plan as directed by the Pastoral staff, including preparation of the weekly church bulletin, mass communication, and other correspondence
- Serve as principal receiver of incoming communication (visitors, email, phone calls, mail, etc.) and resolve or refer issues as appropriate.
- Coordinate with staff and ministry leaders to schedule events on the church calendar, such as regularly scheduled church activities and services, and community use of the building, weddings, funerals, etc.
- Manage the general needs of the office such as, but not limited to, maintaining and ordering office supplies as needed and, keeping an organized filing system of necessary paperwork
- Maintain records in the church's database at the direction of the Associate Pastor.
- Provide support for the Church Treasurer with tasks such as recording of offerings, and bank deposits, utilizing QuickBooks as the church's accounting system
- Other duties as assigned.

### **Expectations:**

- Demonstrates a clear love for the Lord, His Word, the local church and surrounding community with a sincere commitment to live in accordance to the Word of God while

continuing to learn and grow in their personal relationship with Jesus Christ as Lord and Savior.

- Support the vision and mission of the church as well as the direction set by the elders and pastoral staff.
- Keep a neat, organized, pleasant and inviting office environment.
- Follow church policies and procedures.
- Maintain strict confidentiality.
- Communicate effectively in writing and speech

**Qualifications:**

- Demonstrated administrative experience within an office environment required
- Demonstrated oral, written and interpersonal communication skills required
- Strong technological skills including proficiency with Microsoft Office, desktop publishing and data entry required, experience with church management software a plus.
- Exercise attention to detail by being organized, thorough, accurate, productive and punctual
- Demonstrated ability to maintain strict confidentiality required
- Advanced education (Associates degree or better) preferred
- Experience working with volunteers preferred