

JOB DESCRIPTION

POSTED: NOVEMBER 2020

Position: Operations Administration Assistant

Objectives

- Provide overall building oversight and management
- Become a single point of contact for staff on all administrative and clerical needs

Responsibilities

- Day-to-day task management (incoming mail deliveries sort, answering phones, etc.)
- Data entry as needed to support HR & Finance & volunteer management
- Ordering and maintenance of office supplies
- As needed church follow-up communications via email and phone
- Administrative support as needed to Connections, Discipleship, bKids/bYouth and other areas of ministry throughout Bethel (copies, filing, etc.)
- Master church calendar management – scheduling of special events (Warrior/DP/ED, weddings, funerals, etc.)
- Management of centralized storage for files electronically
- Assist in management of registrations for worship service recording, baptism and other events using Churchteams
- Support pastors when needed for administrative projects, weddings, funerals, etc.
- Posting weekly teaching notes on Bible App, YouVersion

Reporting Structure

- Reports directly to Manager, Operations
- Responsible for leading Administrative Support and Caring Meals bTeam (volunteers)

Goals/Success Metrics

- Develop and launch intranet for housing policy and process documents by end of year.
- Support launch of churchwide database management system
- Continue to live out Bethel's Culture Cornerstones in a tangible way at all times and communicate to direct reports, volunteers, and peers

Work Schedule

20 hours/week, in office Mondays and Tuesdays (required). Other days are flexible.