



Annapolis Campus Pastor Administrative Assistant Job Description

Updated 2/9/21

TITLE OF POSITION: Annapolis Campus Pastor Administrative Assistant

REPORTS TO: Annapolis Campus Pastor

POSITION TYPE: Part Time, hourly, up to 20 hours

PEERS WITH: Administrative assistants and support staff

PURPOSE OF THE POSITION: To assist and support the Annapolis Campus Pastor administratively, improving their overall functionality and efficiency of their role.

RESPONSIBILITIES: These are the primary tasks expected to accomplish to position

- Act as communications liaison between Campus Pastor and staff
- Complete and maintain meeting minutes for weekly Team Leaders meetings, special events meetings, and trainings
- Complete correspondences on behalf of the Pastor to include email, letters, and phone interaction
- Maintain Campus Pastor's calendar and campus ministry calendar
- Schedule and manage all staff and individual team meetings
- Assist and support Campus Pastor with any Gathering responsibilities
- Oversee and manage Baptism candidates, including scheduling testimonies, coordinating all departments and communication, assisting with day of details in the Gatherings, clean up and follow up
- Provide assistance with Campus events, conferences and meetings involving outside groups not associated with Bay Area
- Assist with scheduling and coordinating weddings and funerals
- Coordinate communication and scheduling for ministry meetings such as Growth Groups, Behind the Scenes, staff retreats, among others. These include everything from managing planning meetings, day of event set up, recruiting volunteers, creating

presentations, scheduling events spaces, managing invitee database, production of mass communications, serving as point of contact.

- Complete expense reports for Campus Pastor
- Schedule and manage travel arrangements, conference registrations, car rentals, etc.
- Provide long term project support
- Assist campus ministries as deemed appropriate by the campus pastor

BASIC QUALIFICATIONS:

- Spiritually mature: models the lifestyle of a passionate, maturing follower of Jesus
- Enthusiastically embraces God's vision for Bay Area Community Church & our ministry
- Self-starter who shows initiative and innovation skills
- Ability to prioritize multiple tasks with varying demands and deadlines
- Team player who works well with various personalities and has consistent positive influence within the team
- Teachable and approachable
- Is or is willing to become a Ministry Partner at Bay Area Community Church

EXPERIENCE & SKILLS DESIRED:

- 3-5 years experience serving in an executive level administrative capacity
- Personable with having an up front 'presence' and clear verbal communication skills expected
- Motivated and fulfilled by task completion
- Well organized with strong inclination towards completing tasks in a timely fashion
- Proficiency in all Microsoft Office suite and/or Apple equivalent applications
- Flexible and adaptable