



ADMINISTRATIVE SUPPORT ASSISTANT III

POSITION DESCRIPTION

APRIL 2019

BPC is looking for a team-oriented administrative assistant who loves playing a key role in ministry by planning and implementing projects while assisting with detailed tasks.

TITLE:	Administrative Support Assistant III
PURPOSE:	Performs high level administrative work that directly advances the ministries and programs of Bidwell Presbyterian Church
REPORTS TO:	Admin Manager
STATUS:	24-28 hours per week, part-time, with disability and life insurance
EVALUATION:	An annual performance evaluation will be performed by the direct supervisor

Administrative Support Assistant III is part of a strong administrative team and is responsible for a variety of advanced-level administrative duties to help support pastors/senior level directors, and ministries/programs. This position requires a high level of attention to detail, strong initiative, and independent judgment, as well as the ability to manage multiple tasks and projects in an efficient and organized manner.

REQUIRED QUALIFICATIONS:

1. High School Diploma or equivalent
2. 4+ years of progressively responsible experience in an office setting
3. Tech Savvy – Windows and Mac environment
4. High degree of proficiency with MS Suite, Design Software (such as MS Publisher, Adobe Suite, Canva) email marketing app (Constant Contact or MailChimp), Google Suite, WordPress, social media platforms, internet research, and databases
5. Winning Personality & positive attitude, well-groomed & professionally dressed
6. Excellent communication, interpersonal, writing, data entry, & telephone skills
7. Proficient in creating extensive volumes of and various kinds of marketing collateral, promotional materials and various kinds of correspondence
8. Superior time management, project management skills and organizational skills
9. Detail oriented, Strong work ethic and takes ownership of his/her work
10. Effective written and verbal communication skills
11. Maintaining high level of confidentiality
12. Keyboard at a minimum of 40 wpm, corrected rate

Ability to:

1. Demonstrate an understanding of role as it relates to the mission of the organization
2. Proofread all ministry related correspondence and marketing text
3. Manage sensitive and confidential information
4. Adapt to change and maintain a professional demeanor at all times
5. Work efficiently and effectively in team situations, as well as the ability to work independently

6. Prioritize and coordinate several activities at once and to quickly analyze and resolve problems
7. Perform research and prepare reports and recommendations
8. Organize own work, coordinate projects, set priorities, meet deadlines and follow up on assignments with a minimum of direction
9. Provide complex office administrative support in the areas of procurement, budgeting, report preparation and staff communication
10. Learn and apply policies and procedures of the organization
11. Create and maintain procedures necessary to complete tasks
12. Communicate effectively with co-workers, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information
13. Coordinate and oversee work of volunteers
14. On a regular and continuous basis, exercises administrative judgment and assume responsibility for decisions, consequences, and results having an impact on people, costs and/or quality of service within the functional area
15. Be part of an organization that promotes the mission and ministries of the Bidwell Presbyterian Church
16. Have a passion for serving others and ministry
17. Be results-orientated and pragmatic

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Greet and assist visitors in a courteous manner
2. Administratively support Bidwell Presbyterian Church ministries and programs by monitoring, organizing and supporting projects, tasks, calendar items, accounting and other commitments
3. Oversee administration and support in execution of new initiatives and projects
4. Coordinate facility, hospitality, technical, production, and childcare requests
5. Create a variety of reports, statistical charts, and contracts
6. Create and/or work with Communications Coordinator to create a variety of marketing collateral for ministry specific programs and events
7. Market ministry specific events through social media, bulletin, and website
8. Perform a variety complex record keeping duties necessary to area of ministry
9. Research and compile information and data as requested for use in reports
10. Understand and utilize the church wide database system for data input and retrieval
11. Schedule appointments and coordinate meetings for pastor/ministry director and other ministry team members. Assist in coordination of activities
12. Perform high-level, clerical work as required and with efficiency
13. Have understanding of ministry area budget line items and financial processes/policies in order to properly carry out financial tasks as assigned which may include processing invoices, collecting and receipting various fees/donations, maintaining spreadsheets, etc.
14. Plan, prioritize, assign and supervise the work volunteers; provide training when necessary
15. Organize and maintain paper and/or digital filing systems; maintain records related to area of ministry
16. Operate various office equipment which may include a computer, printer, copier, fax machine, postage machine, telephone, etc.
17. Perform other duties as assigned

RELATIONSHIPS WITH STAFF AND SESSION MEMBERS:

The Administrative Support Assistant III is expected to:

- a) Maintain confidentiality at all times.
- b) Be supportive of the church and the church staff in all contacts with the church membership and the general public.
- c) Perform other tasks as requested.

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. The work environment is one of an office with controlled temperature. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.