



Job Profile

Berean Baptist Church exists to see our lives, our community, and our world transformed by the power of the gospel. We *gather* for worship, *grow* in God's Word, *give* to the work, and *go* into the world. The Administrative Assistant supports the Family Ministry Pastor to carry out his responsibilities to help families grow in God's Word. This job requires strong organizational skills and a commitment developing strong ministries for adults, youth, and children. This is a part time, nonexempt (hourly) position averaging 18 hours per week and reports to the Family Ministry Pastor.

Job Responsibilities

Essential duties:

- Prepare meeting agendas for Family Ministry meetings and maintaining meeting minutes.
- Be dedicated to expanding the Family Ministry through routine programming and event coordination.
- Support the Family Ministry team leaders with calendar planning and feeding ministry events into global church calendar.
- Assist the team leaders with volunteer recruitment, equipping, and recognition.
- Assist the Pastor with calendars and technology – calendars, social media, file sharing, and database management.

Other duties:

Knowledge, skills, and abilities

- Model a growing, personal relationship with Jesus Christ, maintaining unity in all aspects of work and personal life.
- Agree with the Berean Baptist statement of faith.
- Establish or maintain membership at Berean Baptist Church.
- Demonstrated skills in writing and blogging.
- Skills in technology (social media, Outlook, Microsoft Office, Dropbox, etc.)
- Ability to manage and maintain accurate calendars without micro-managing time.
- Ability to handle conflict, seek graceful resolution, and deal with unique requests.

Work Conditions

Will most generally work weekday hours; occasional hours on weekends and evenings to support events and ministry activities. Required serving participation at two of four faith family celebrations and at least half of Easter and Christmas services unless otherwise approved.

"We know that for those who love God all things work together for good, for those who are called according to his purpose."

Romans 8:28 ESV

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.