

# **Bon Air Baptist Church**

*“Proclaiming the Grace of God – Growing Followers of Christ”*

## **Job Description: Administrative Assistant for Student Ministry**

**FLSA Status:** Part-time hourly position, Non-exempt

**Immediate Supervisors:** Student Pastor and Administrative Coordinator

**Location:** 2531 Buford Road, Richmond, Virginia

### **Skills Required:**

- Strong organizational and relational skills; detail oriented; ability to prioritize and multi-task; excellent communication skills
- Proficiency in commonly used software and technology, Microsoft Office, Outlook
- Strong work ethic with ability to work independently and as a team staff/volunteers
- Experience in Adobe and/or Canva is a plus

### **Responsibilities:**

#### **General Office Duties:**

- Takes an interactive role with church members
- Responds to emails in a timely fashion
- Sends out letters, email blasts, texts, and approved social media posts
- Maintains and supports ministry documentation including ministry calendar
- Works in database to submit invoices and reimbursements promptly and accurately
- Sets up online registration through our website using ShelbyNext forms
- Assists with special events and meetings

#### **Support Functions:**

- Works in database to manage Student Ministries activity by tracking attendance, updating distribution lists and class rolls, generating reports, and handling annual promotion of students
- Maintains Student Ministry page on church web site
- Orders books and supplies as needed
- Prepares information for leaders and facilitators of various programs within ministry areas to support volunteer engagement
- Makes event/activities, camp, conference, and mission trip reservations and arrangements
- Creates brochures, booklets, postcards, and signage for ministry areas
- Uses creativity to bring new ideas to ministry areas
- Attends parent meetings as needed
- Assists in organizing fundraising events
- Understands and embraces Emotional Healthy Spirituality as created by Peter Scazzero
- Performs other duties as assigned by the Student Pastor or Administrative Coordinator

**Requirements:**

- High School degree or equivalent
- 2 years of prior administrative work experience
- Ability to pass background check
- Passion for using administrative skills to further God's glory and the church community

Email resume to Sharon McCauley, HR Generalist, at [jobs@bonairbaptist.org](mailto:jobs@bonairbaptist.org)