

## **Bon Air Baptist Church**

Proclaiming the Grace of God – Growing Followers of Christ

### **Job Description: Administrative Coordinator**

**FLSA Status:** Full Time Exempt

**Immediate Supervisor:** Operations Director

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

#### **Principal Functions:**

##### **Responsibilities:**

##### **General**

- Working with the Senior staff by attending weekly meetings regarding the ongoing administration of the church
- Working with facilities issues if Operations Director and Facilities Coordinator are not available
- Attend weekly meetings with Communications Director and administrative staff and lead meeting in Communications Director absence
- Directly supervise the receptionist and Ministry Assistant
- Assist in supervising all BABC administrative assistants and assist with workflow to ensure all project needs are met
- Assist Lead Pastor and Associate Pastor with funerals and weddings
- Assist receptionist or volunteer with telephone lines and/or walk-in visitors when they are busy or away from the front desk
- Assist with hospital list and information line on a rotating basis
- Offer help and assistance when receptionist or other administrative assistant is absent
- Assist with scheduling appointments and maintaining calendars as needed
- Understand and embrace Emotionally Healthy Spirituality as created by Peter Scazzero

##### **Specific**

- Check church emails and handle requests or forward to the correct person
- Submit room reservations/set ups for events/meetings
- Maintain calendar events and reminders for pastors
- Provide support to the Endowment Team, Church Council, and Search Team(s) as needed
- Prepare, copy, distribute all correspondence, agenda, notices, minutes and other materials for Endowment, Church Council, Business Meetings, and Search Teams
- Ensure the Moderator and Church Clerk are present for all Business Meetings and Special Called Business Meetings. Confirm with individuals who will be presenting a motion or providing information for the business meeting.
- Maintain files of the minutes for Endowment, Church Council, Business Meetings and Search Teams
- Assist Operations Director and HR Generalist with onboarding and offboarding staff
- Process credit card bills in a timely manner
- Process invoices for purchase orders/check requests
- Keep contacts database updated
- Keep the IT services and phone system updated

- Maintain the U-drive/SharePoint documents
- Maintain Constitution & Bylaws as approved or adopted by the church
- Maintain other church documents as needed
- Assist organization heads, team leaders, and councils assigned to pastors
- Find messengers for associated Baptist organizations' annual meetings
- Register Annual Church Profile (ACP) information
- Support the search committees including making hotel, rental car, and airline reservations for prospective candidates as required. Provide food and welcome basket to potential candidates as directed by the search committee
- Prepare Ordination letters, programs, reception, and set-ups as needed
- Prepare funeral programs and assist in arrangements
- Plan and organize food/refreshments for staff events to include staff retreats, holiday parties and celebrations as directed
- Assist Finance Director when needed with opening safe, counting money, year-end financial duties
- Perform duties as needed as Administrator of ShelbyNext Membership and Financial software

**Requirements:**

- High school degree with college degree preferred
- 5 years of prior administrative work experience
- Prior experience in managing and supervising employees
- Ability to pass background check and credit check
- Passion for using administrative skills to further God's glory and our church community

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