

Bon Air Baptist Church

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

Job Description: Ministry Administrative Assistant

FLSA Status: Part-time, Non-exempt, hourly 29 hours/week

Immediate Supervisor: Administrative Coordinator

Location: on-site 2531 Buford Road

Principal Function: This assistant is responsible for executing administrative tasks related to the ministries and teams supported and led by Operations Director, Calendar, Care Ministry. Food Service, Church Office/Reception.

Responsibilities:

General Administration

- Maintain the BABC Planning Calendar for all ministry areas
- Update and process online facility requests by entering information into Planning Calendar
- Assist Operations Director with maintenance tracking of church buses
- Process and provide all documentation for bus registrations, decals, and insurance
- Keep the schedule of church bus use on Planning Calendar
- Provide Bon Air Baptist approved drivers keys when driving for ministry sponsored functions
- Process reimbursement requests and accounts payable for the Facilities Coordinator
- Assist Communications Director with proofing, quarterly mailed newsletter, graphic design and projects as needed approximately 6 hours a week
- Create Text in Church weekly for Communications Director
- Update Wednesday Night Dinner page weekly
- Create and manage Wednesday Night Dinner forms, payments & registrations
- Print dinner list for Food Service Director and volunteers who collect payments

Responsibilities: Care Ministry

- Prepare and send out letters/cards for memorial contributions received in a timely manner
- Prepare and publish all materials for the Care Teams: Homebound, Meals, Cards, Deacons
- Assist Care Team leaders
- Assist Administrative Coordinator in keeping Columbarium Agreement and map/diagram up to date with accurate information
- Assist members with questions and payments on Columbarium
- Update Memorials Page on website for sympathies and funeral information as requested
- Any other requested duties and responsibilities as assigned

Responsibilities: Receptionist (Thursday & Friday)

- Check voicemail messages left in general mailbox and forward as necessary
- Answer incoming calls and transfer to appropriate staff member
- Answer door intercom as members and guests request entry into building
- Greet members and guests as they come into the church office and direct them as needed
- Work with pastors in keeping church family list updated. Call hospitals and other facilities to confirm patient information. Update prayer list as needed and email it to pastors and members.
- Record information on hospital line
- Sort mail and distribute to appropriate staff member

Responsibilities shared by all Administrative Assistants

- Understand and embrace Emotionally Healthy Spirituality as created by Peter Scazzero
- Keep the hospital list updated daily and record updates on the information line when needed
- Assist receptionist with receiving and routing incoming calls
- Assist office visitors as needed
- Assist other administrative assistants as needed in case of absence or heavy workload

Qualifications Required

- High school degree or equivalent required – college training a plus
- Proficiency in Microsoft Office Suite, particularly Outlook, Word, and Excel
- 3-5 years of office experience
- Excellent customer service skills and strong written and oral communication skills
- Strong organizational skills
- Ability to work in a fast-paced environment with multiple priorities
- WordPress knowledge preferred
- Graphic design knowledge, Canva, Adobe preferred

Email resume to Human Resource Generalist, Sharon McCauley, at jobs@bonairbaptist.org