

Bon Air Baptist Church

Proclaiming the Grace of God – Growing Followers of Christ

Job Description: Discipleship Administrative Assistant

FLSA Status: Full Time Non-Exempt 35 hours/week

Immediate Supervisor: Associate Pastor

Location: 2531 Buford Road, Richmond, VA 23235

Principal Functions: The Discipleship Administrative Assistant provides administrative support for the Associate Pastor and assists with internal/external communication for discipleship.

Responsibilities:

General Office Duties

- Makes, answers, and returns phone calls
- Greets and assists church members in a busy office environment
- Checks emails and other correspondence and responds in a timely fashion
- Makes copies, orders supplies, receives packages
- Submits room reservations and set ups
- Works in database to process invoices and reimbursements promptly and accurately
- Sets up online registration, monitors registrations, and edits information

Specific

- Maintains the pastors' calendar, schedules, appointments, and meetings
- Orders and organizes near and long-term activities and helps protect pastoral priorities
- Supports the work of the various discipleship teams, classes, and small groups
- Works in database to manage adult discipleship opportunities by tracking attendance, preparing distribution lists, class rolls and reports
- Creates graphics and maintains discipleship web pages, social media posts and print materials
- Orders all supplies needed within the discipleship ministry, bookstore, and classes
- Prepares and coordinates information for small groups, classes, seminars, and special events
- Strong ability to organize, attention to detail, manage event projects and communicate effectively
- Other duties as called upon by the Associate Pastor
- Understand and embrace Emotional Healthy Spirituality as created by Peter Scazzero

Requirements:

- Bachelor's or Associate degree with 3-4 years administrative work experience
- Proficiency in Microsoft Office, Outlook, social media (Facebook, Instagram), editing skills, preferred experience in Canva, Adobe Graphics, ShelbyNext database, WordPress website
- Ability to pass background check
- Passion for using work skills to further God's glory and our church's mission, vision, and culture
- Ability to push/pull/lift 40 lbs, see, hear, touch, walk, sit, stand, bend

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