

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, N. Chesterfield, VA

Principal Function: The Ministry Admin. Assistant is responsible for executing administrative tasks related to the ministries and volunteer teams supported and led by Lead Pastor/Associate Pastor/Operations Director such as Church Calendar, Care Ministry, Food Service, Church Office, Facilities. Works with Lead Pastor and Associate Pastor as needed.

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 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 BABC approved drivers the keys when driving for ministry sponsored functions
- Process reimbursement requests and accounts payable for Facilities Coordinator
- Assist Communications with proofing, graphics, Text in Church approx. 5 hours/week
- Update Wednesday Night Dinner webpage weekly
- Create/ manage Wednesday Night Dinner forms, payments, registrations, payment lists
- Other requested duties/responsibilities as assigned

Responsibilities: Care Ministry of Lead Pastor and Associate Pastor

- Prepare/send out letters/cards for memorial contributions received in a timely manner
- Prepare/publish all materials/newsletters for the Care Teams: Homebound, Meals, Cards, Deacons
- Assist Care Team volunteer leaders
- Assist Administrative Coordinator in keeping Columbarium Agreement and map/diagram with accurate information and prepare funeral bulletins, as needed
- Assist members with questions and purchases/payments on Columbarium burial services
- Update Memorials Page on website for sympathies/funeral information as needed

Responsibilities shared by all Administrative Assistants

- Keep the hospital list updated daily and record updates on the information line when needed
- Assist receptionist with receiving and routing incoming calls, mail and packages
- Assist office visitors as needed
- Assist other administrative assistants as needed in case of absence or heavy workload

Qualifications Required

- High school degree or Associate/Bachelor's degree preferred
- Proficiency in Microsoft Office Suite, particularly Outlook, Word, and Excel
- 3-5 years of office experience, customer service skills and strong written/oral communication
- Strong organizational skills, ability to work in a fast-paced environment with multiple priorities
- Experience with WordPress websites and graphic design. Canva, Adobe knowledge preferred
- Ability to push/pull/lift 30 lbs, see, hear, talk, touch, walk, sit, stand, bend
- Passion for using work skills to further God's glory and our church's mission and vision

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