OConee Campus administrative assistant

**Job Title:**  Campus Administrative Assistant

**Ministry Purpose:** Consistent with Romans 12:9-15 and Ephesians 4:11-12, all Bethlehem Church Employees are responsible for assisting the Pastor and staff in carrying out the daily ministry functions of Bethlehem Church and all other duties as assigned.

**Job Description:** This position will serve the Campus Pastor in the carrying out of his leadership and pastoral duties. They will seek to use their personal gifts and technical skills for the benefit of the church by contributing to the campus pastor's effectiveness and efficiency. The person in this position will demonstrate organizational skills, as well as an ability to relate well with a diversity of people: pastoral staff, church leaders, members, and visitors.

**Job Classification:**Full-time

**Reporting to:**  Oconee Campus Pastor

**Key Responsibilities:**

* Exceptional verbal/written communications skills at the campus level
* Provide administrative support to the campus and the campus pastor by monitoring, organizing, and supporting projects, tasks, calendar items, and other commitments
* Provide assistance in handling phone calls, communications, maintenance of filing systems (electronic & paper), and preparation of presentation materials for campus meetings
* Coordinate and plan events for the campus such as the Outreach, Key Leader and Volunteer appreciation events
* Work with the Campus Pastor to organize people and projects to support the weekly worship experience
* Contribute to the continuous improvements of our organization

**Spiritual Criteria:**

* Professes Jesus Christ as Lord and Savior
* Commitment to personal spiritual growth
* Models’ standards and expectations of leaders within Bethlehem Church
* Attends Bethlehem Church

**Characteristics:**

* Forward thinker
* Team Player
* Flexible to change
* Models’ standards and expectations of leaders within Bethlehem Church, including overall attitude and approach to serving and ministry
* Ability to maintain confidentiality

**Experience:**

* Minimum of 3 years administrative experience
* Expert Level of Proficiency in MS Outlook, Word, and Excel
* Ability to organize multiple projects and events with minimal supervision
* Highly organized; flexible
* Exemplary oral and written skills
* Ability to multi-task
* Cordial and professional conduct and excellent interpersonal skills
* A commitment to confidentiality of personal information pertaining to the congregation and staff