

Job Title: Gen Now Administrative Assistant
Classification: Part-Time / Non-exempt
Department: Gen Now
Reports to: Gen Now Pastor of Early Childhood

Created 2/6, 2/9, 3/11, 9/16, 9/21, 3/22, 11/24

I. General

The Gen Now Administrative Assistant works closely with the Gen Now Pastor of Early Childhood in support of Gen Now ministries. In addition, this role includes providing support at the reception desk, welcoming visitors, and assisting with general inquiries.

II. Reporting Relationship

The Gen Now Administrative Assistant reports to the Gen Now Pastor of Early Childhood and works closely with all other church staff and department volunteers.

III. Core Competencies and Expectations

- A. Be passionate about reaching the lost for Jesus Christ.
- B. Fully embrace the core values of Bethel Church.
- C. Be reliable, take initiative and be self-motivated.
- D. Embrace and adapt to growth, change, innovation, and creativity.
- E. Use appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
- F. Have a cooperative, healthy, and motivating relationship with supervisors, co-workers, and volunteers.
- G. Communication of all events and changes in one's areas of responsibility to other Bethel staff in a timely and clear manner.
- H. Join a Life Group.
- I. Tithe to Bethel Church.
- J. Give something to Missions.
- K. Practice daily Bible devotions and prayer.

IV. Duties and Responsibilities

- A. Correspondence: Compose and send e-mail, type memos, letters, make and answer phone calls.
- B. Clerical support: Filing, supply ordering, copying, word processing (sermons, lesson plans, etc.).
- C. Database maintenance: Organize, create, maintain, and prepare records, registration lists, mailing lists, attendance records, class rosters, create schedules, registration, check-in and calendar events, using Planning Center database program.
- D. Desktop publishing: Edit and produce departmental publications, including bulletins, brochures, fliers, and newsletters.

- E. Church and community communications: Responsible to see that promotion for departmental events and other information is submitted in a timely manner and in appropriate form for all bulletins, newsletters, annual reports, welcome brochures, Power Point slides, web pages, and any other church promotional communication as needed.
- F. Calendarization: Maintains manager's appointment calendar if requested by manager. Arranges in a timely manner for food services, audio/video equipment, sound, van requests, childcare when needed for events, and secures outside facilities if necessary.
- G. Coordinates accommodations and honorariums for guests ministering in Gen Now ministry events.
- H. Budget and financial records: As assigned by manager, deposits departmental funds with accounting, fills out account requests in a timely manner, properly records expenses and income to appropriate accounts, assists manager with budget preparation.
- I. Volunteer recruitment and oversight: Work as liaison and contact point for all volunteers working within the scope of the department, providing clerical support as approved by manager. Recruit, train, and oversee any office volunteers.
- J. Meetings: Attend weekly staff meeting, meet with departmental lay leaders as needed or scheduled, and any other meeting as necessary.
- K. Leadership Development: Assist the pastor(s) in the recruitment and training of lay leaders in all facets of Gen Now ministries.
- L. Staff devotionals as assigned.
- M. Any other duties as assigned by the department pastor.

V. EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:

- A. Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
- B. To seek to grow academically and spiritually by maintaining a consistent devotional life and personal development opportunities.
- C. A passion for student ministries and to see families grow in their faith together.
- D. Effective communication skills (written, verbal and interpersonal).
- E. Ability to reach out and connect with families involved with Bethel Church's student ministries.
- F. Competency with basic computer software (Excel, Word, Teams, Pro-Presenter, Canva), and the capacity to learn new software (Photoshop, Planning Center, and others).
- G. Proficiency in Microsoft Office programs, experience in desktop publishing applications; experience in working with databases; good clerical skills, typing (40 wpm), filing, and good interpersonal skills.
- H. Should have training and experience equivalent to a mid to senior level Administrative Assistant.