

# **Administrative Assistant**

## **Job Description**

### Qualifications

- Has a personal, active relationship with Jesus Christ
- Is being transformed by the Holy Spirit and reflecting Jesus in their words and actions
- Is gifted in administrative work and proofreading
- Knows how to use common computer programs and learns new technology quickly
- Works well with other people and is able to communicate effectively
- Able to maintain confidentiality
- Exhibits initiative, enthusiasm, and problem solving ability
- Is committed to and passionate about the mission of BBCC
- Affirms BBCC's core beliefs and will uphold CMC's doctrinal statements
- Attendance at BBCC is preferable but not required

### Purpose of Position

- **Help BBCC to know Jesus, become like Jesus, and share Jesus by handling administrative tasks, communication, and freeing up more ministry time for the pastor**

### Accountable To

- Lead Pastor
- Elders

### Duties and Responsibilities May Include

- Carry out the duties related to the purpose of this position
- Printing, stapling, folding, mailing, ordering, and other office tasks
- Prepare bulletins and other announcements and reminders
- Update and maintain the church website and Facebook page
- Set up audio/visual equipment
- Oversee and update the church calendar
- Schedule meetings
- Other administrative tasks as directed by the pastor

### Other Details

- Position may be approximately 5 hours per week, and should not exceed 10 hours per week
- Position is paid hourly, starting at \$15.00 per hour
- Position provides a large amount of flexibility to work when it suits your schedule
- Administrative assistant will report hours worked to the pastor and treasurer
- No paid vacation and no insurance
- Contact Jeff Miller (319-471-1279; [jsmiller17@gmail.com](mailto:jsmiller17@gmail.com)) for more information