



**Job Title:** Administrative Assistant

**Reports to:** Missions Pastor

**Status:** Exempt/Salaried Full Time

**Prepared By/Date:** Van Barnhill - 4/21/21

**Approved By/Date:** Michelle Ravan - 5/6/21

### **Position Summary**

An Administrative Assistant at East Cooper Baptist Church works to support all the pastors to which they report and all the ministries that fall within their realm of responsibility. The admin can best support the pastors by being organized, planning ahead, keeping to schedule, and being self-sufficient in completing tasks. The admin can best support the ministries and their lead volunteers by being available and organized, working excellently with other departments, and in general possessing good interpersonal problem solving skills.

### **Roles and Responsibilities**

- Assist the Missions Pastor with planning, organizing, and communicating for various events and activities
- Assist the Men's Pastor with planning, organizing, and communicating for various events and activities
- Assist the Pastoral Care Pastor with planning, organizing, and communicating for various events and activities
- Assist the Local Impact Pastor with planning, organizing, and communicating for various events and activities
- Develop, coordinate, and communicate with our Sunday morning volunteer teams, ensuring that we are creating a welcoming and hospitable environment
- Assist in connecting our guests and members into the life of the church
- Other duties as assigned

### **Qualifications and Requirements**

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- A passionate love for the Lord and a desire to serve in support ministries
- Basic experience working in a team environment
- Exemplary interpersonal skills, including dealing effectively with the church membership and co-workers both in person and over the telephone
- Working ability to complete projects
- Proficient knowledge of Google Suite
- Detail-oriented
- Collaborative problem solver
- Good time-management
- Ability to multitask and prioritize work
- Strong verbal and written communication skills
- High level of integrity and dependability

### **Competencies**

Communication - Demonstrated capacity to inspire, instruct, and encourage through effective communication in various settings. Able to communicate and work within a complex organizational structure with multiple layers of input.

Organizational Skills - Proven skills in organizing, prioritizing, implementing, and managing multiple projects at different stages simultaneously. Shows attention to detail with processes and systems. Solves problems with creativity and minimal input. Able to successfully develop new and better ways to work and promotes a continuous improvement mentality.

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.