

## JOB DESCRIPTION

**Title:** Administrative Director  
**Department:** BCC  
**Reports to:** BCC Manager  
**Supervises:** Yes (Volunteers)  
**Last Updated:** December 2020

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### POSITION SUMMARY

The BCC Administrative Director functions in four integrated roles: Reception, office operational support, and program support. This position also recruits volunteers to assist with reception activities, supports office operations and program administration. This position could be hired as either full or part time (between 25-40 hours per week). This is a non-exempt position. Sick time is earned at a rate of 1 hour for every 40 hours worked. If it is hired as a full-time position (40 hours/wk), it would be a benefit eligible.

### ESSENTIAL FUNCTIONS

#### **Reception (25%)**

1. Receive all visitors. Assist Compassion Center walk-ins with completing request for assistance forms or schedule intake appointments.
2. Received all general incoming communication. Answers incoming calls and emails. Forwards as appropriate. Make connections to a Minister on Call when appropriate.
3. Manage the phone system including regular updates of the voicemail system and programming new extensions or voice mailboxes as requested.
4. Submit and maintain ServiceU calendar for all BCC events and closures. Train BCC employees on ServiceU calendar requests as appropriate.
5. Retrieve and distribute all postal and interoffice mail and deliveries from the main campus.
6. Ensure that the front desk is continuously staffed during office hours. Recruit a team of office volunteers to serve as assistants.

#### **Office Operational Support (45%)**

1. Maintain the schedule of BCC ministry activities including facility, resource and staffing detail.
2. Maintain and update the BCC Facebook page and website content.
3. Schedule and manage all compassion events through ServiceU and Fellowship One.
4. Update volunteer information and group participation in Fellowship One.
5. At the direction of the BCC manager, create weekly agenda for BCC executive meetings and upload to Asana; create monthly agenda for division leader meeting; send team reminders.
6. Create monthly compassion spotlight list and update list on Asana.
7. Assist the graphics and communications departments by providing compassion spotlight updates (and video script if needed) for weekly bulletins, monthly communications, brochures, yearly booklet, website and social media.
8. Order office supplies as needed for all employees on a weekly basis while not exceeding the annual office supply budget.

9. Maintain a clean, orderly and well-supplied workroom on a weekly basis.
10. Manage the copier machine and request vendor maintenance.
11. Support the Counseling office with scheduling and limited accounting duties.
12. Support BCC staff with request process for media publications.
13. Prepare banking card reports and purchase requests for signature.

**Program Support (30%)**

1. Procure program supplies as directed for all Directors as requested.
2. Initiate background checks for BCC volunteers
3. Manage relational database for BCC to include Fellowship-One data entry and reporting as requested.
4. Develop and manage a schedule for all BCC volunteer staff.
5. Arrange for hospitality for meetings and events as requested.
6. Complete special projects as assigned.

**QUALIFICATIONS**

1. College level courses equaling an Associate degree. Bachelor's degree preferred.
2. Evidence of strong interpersonal and communication skills. Gets along well with co-workers and deals effectively and professionally with colleagues.
3. Possess strong organizational skills.
4. Demonstrate a high level of tolerance for interruptions and simultaneously work on multiple tasks. Engage with individuals from a wide spectrum of social and socio-economic backgrounds.
5. Proficient in Windows, Excel, Word, and commonly used database software.
6. Demonstrate attention to detail and accuracy in data entry.
7. Ability to work as a strong member of a team.
8. Experience in an office manager setting and knowledge of office routines (Preferred).
9. Demonstrate commitment to maintaining a safe work environment free of harassment, violence, and unlawful discrimination.

**WORKING ENVIRONMENT**

1. Work is generally performed indoors in a typical office setting.
2. Frequently required to be in front of a computer screen for long periods of time.
3. Frequently receives and engages guests in person and on the telephone.
4. Office Hours: Monday – Thursday 9:00 – 3:15.
5. Position works with confidential information.

**PHYSICAL DEMANDS**

The functions are usually performed while sitting, but may involve some amount of time bending, crouching, lifting (max. of 40 lbs.), walking, carrying, reaching, stretching, climbing, perform repetitive motions of the hands or wrists and other movements. The abilities of seeing, hearing and speaking English are also required. Fluency in a second language is preferred.

## **LIFESTYLE STANDARDS**

Recognize, understand and agree to live by the moral and ethical standards of Bethany Christian Assembly as outlined in the Bethany Christian Assembly Employee Handbook. Be supportive of Bethany Christian Assemblies doctrinal statements, constitution and philosophy of ministry.

***This job description does not create an employee contract, implied or otherwise, other than an “at will” employee relationship.***