JOB DESCRIPTION

Title: Administrative Assistant
Department: BCC
Reports to: BCC Program Coordinator
Supervises: Yes (volunteers)
Last Updated: January 2022

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 Assistant functions in three integrated roles: reception management, operational responsibilities, and data management. This position also supports office operations and program administration. This is a non-exempt 20 hours per week (.5FTE) position. Sick time is earned at a rate of 1 hour for every 40 hours worked. Beyond the sick time, this position is not benefit eligible.

ESSENTIAL FUNCTIONS

Reception

1. Receive visitors. Assist Compassion Center walk-ins with completing request for assistance forms or schedule intake appointments.
2. Receive general incoming communication. Answer incoming calls and forward as appropriate.
3. Submit and maintain calendar for all BCC events and closures.
4. Retrieve and distribute all postal and interoffice mail and deliveries from the main church campus.
5. Oversee the front desk staffing and provide support to the volunteer staff.

Operational Responsibilities

1. Order supplies as needed for programs as needed while not exceeding the annual supply and program budgets.
2. Maintain a clean, orderly, and well-stocked supply room.
3. Manage the copier machine and request vendor maintenance.

Program Support Administration

1. Enter information into the relational database for BCC to include Fellowship-One data entry and reporting of assistance provided.
2. Develop, manage, and maintain a master schedule of BCC cleaning and maintenance teams (in cooperation with the BCA Director of Facilities).
3. Provide administrative support to BCC staff with special projects.
4. Develop and maintain the active volunteer opportunity list for BCC.
5. Performs other job-related projects as assigned.

QUALIFICATIONS

1. High School diploma required. 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. Ability to work as a strong member of a team.
5. Experience in an administrative support setting and knowledge of office routines.
6. Demonstrate a high level of tolerance for interruptions and simultaneously work on multiple tasks.
7. Familiarity with MS Windows, Excel, Word, and data entry in database software.
8. Demonstrate attention to detail and accuracy in data entry.
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: Tuesday – Friday, 9:00 – 2:30 with a 30-minute unpaid lunch.
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.