



## **Administrative Assistant**

### **0.6 FTE**

**BETHEL'S MISSION:** Becoming like Christ and sharing Him with others.

**BETHEL'S VISION:** To Build a House of Belonging in Christ for All People

#### **BETHEL'S VALUES**

- A House of Discipleship: Committed to growing every day in our walk with Jesus through holistic and biblical formation
- A House of Prayer: Moving with the Holy Spirit through a posture of prayer
- A House of Togetherness: Embracing life together in authentic and intentional community
- A House of All Nations and Generations: Celebrating and nurturing the beautiful diversity of our intergenerational and multi-ethnic family
- A House of Mission: Committed to reaching out with the love and Good News of Jesus Christ to our communities, to the city and to the world!

#### **SUMMARY OF THIS POSITION**

The position of Administrative Assistant is a key spot in the staffing group at Bethel. The person(s) in this position, in many cases, are the first point of contact with the church. They set the tone for our connection with people and organizations. The person(s) also have the responsibility to take care of many of the daily and weekly tasks which help make Bethel run smoothly. This is a job share position, which means working congenially with another person is key. Tasks and information need to be shared and communicated well, so that the overall work is done professionally, and responsibilities are not overlooked or forgotten.

#### **KEY RESPONSIBILITIES OF THIS POSITION**

- Welcome newcomers and church family when they enter the church building
- Handle mail, phones, general reception duties as determined by Executive Administrator
- Create and print the Worship Guide and Newsletter – post to website
- Email out “Life in Bethel” updates and Newsletters
- Post church family updates to REALM (i.e. contact information)
- Ensure debit machine and photocopier are serviced and have supplies
- Oversee registration process for various retreats and events as required
- See to the general tidiness of office space including areas around the photocopier, paper cupboard and supply cabinet
- Order or purchase office supplies as needed, including Coffee Fellowship supplies
- Responsible for rental of church; review rental agreement with Administrator as necessary
- Inform Janitor of scheduled events – notify the Janitor and Administrator of all events
- Post daily schedule on whiteboard
- Maintain list of individuals with keys and fobs; manage distribution
- Schedule weekly program for the door security system
- Weekly reminder via e-mail and updates to website as required
- Update bulletin boards; Oversee volunteers helping during the week



## Administrative Assistant 0.6 FTE

### QUALIFICATIONS

- A heart for God displayed in everyday life
- Competent computer (Microsoft 365, including MSWord, MExcel, etc.), organizational and administrative skills
- Joy and enthusiasm in serving
- Must be a member or be willing to become a member of Bethel Community Church
- Acquire a successful Police and Vulnerable sector background check and adhere to all Safe Church Policies of Bethel Community Church
- Must be someone who learns new systems and procedures quickly

**NOTE:** This position is developed as a job share arrangement. Each of the employees is hired to work one half of the 0.6 FTE which the position requires. It is expected that they work two days per week, with no overlap in time, unless asked of them. It is the responsibility of each employee to clearly communicate ongoing projects with the other employee. Days of work and holidays will be negotiated between the two employees, with the Executive Administrator having the final say in cases of dispute. When one is ill or on vacation, the other is expected to fill in for that time. Work time flexibility and a warmly welcoming attitude are key to the position.

**ACCOUNTABLE:** Reports to the Executive Administrator