

Administrative Assistant

Adult Discipleship + Missions & Outreach

Position Type: Non-Exempt
Category: Regular, Full-time (40 hours)
Classification: G
Reports to: Director of Adult Discipleship + Director of Missions & Outreach

Ministry Summary/Objective

Provide administrative assistance for the staff and programs of both the Adult Discipleship and the Missions & Outreach departments supporting discipleship studies, on-going discipleship groups, mission lay teams, events, and day-to-day operations to fulfill the mission of both departments.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RESPONSIBILITIES

Department Responsibilities

- Provide administrative & logistical support for department staff and ministry group & team initiatives, events, trips, and studies to include, but not limited to,
 - Timely and accurate data entry, management, and follow-up communication
 - Create and manage participant registration for events and classes assisting registrants and collecting funds as needed
 - Create and administer surveys and newsletters as requested
 - Enter attendance numbers for events and weekday classes
 - Run data reports, prepare presentations of data, and create email lists for target-marketing
 - Manage food orders, deliveries, setup, cleanup, and printed materials for events & projects as directed
 - Process supply and other orders for the department
- Manage the department's main Outlook inbox forwarding or answering emails as needed
- Maintain accurate department calendars scheduling meetings as requested
- Day to day liaison to the following departments:
 - Communications department on print and online projects
 - Facilities team for room reservations and setup
 - Worship Team regarding Sunday Mission activities and communion offerings
- Secure storage space for collected or donated items
- Coordinate volunteers for various department projects such as sorting/moving donations before and after mission events/collection drives, setup & cleanup for events, etc.
- Liaison to BUMC Library volunteers who keep books inventoried, organized, and maintained

Financial Responsibilities

- Oversee purchase order process, credit card payments, and assist in tracking revenue and expenses throughout each event's lifecycle
 - Input purchase orders, order supplies for department projects, and manage payment of invoices
 - Reconcile credit card purchases made by staff or volunteers, manage department accounts (e.g., Amazon purchases), and submit other financial receipts and reports as required
- Provide administrative support for receiving, processing, and follow up regarding fundraising requests

General Administrative Duties

- Use BUMC approved software to maintain database of participants and volunteers; send emails and other communications, reserve event/meeting space, update webpages, create web-based registration forms, reserve Narthex tables for Sunday mornings, and other tasks as assigned
- Work with all BUMC departments (e.g., Finance, Facilities, Communications, etc.) to ensure proper processes, guidelines and procedures are followed by you, laity, and partners to include, but not limited to, fundraising approvals, donation and registration fee collection, purchases, and statement reconciliation
- Provide morning and/or afternoon break for BUMC receptionist each day and be first backup to receptionist when they are absent scheduling additional help as required
- Daily check, review, and distribute email and phone inquiries received via department general email address and phone number
- Coordinate scheduling of rooms and other facility related needs in eSpace software following up with room setups prior to event or class
- Structure and schedule content for newsletters, website, bulletin announcements, seasonal letters, flyers, field manuals/handbooks, etc. across several digital platforms as assigned
- Facilitate background checks and Safe Sanctuary training requirements for volunteers
- Participate in department and all staff meetings

Competencies

- Excellent organizational skills with a strong attention to detail and accuracy
- Understanding of basic finance and budgeting processes
- High level of competency in Microsoft Office software and other web-based with ability to learn computer programs quickly and use them proficiently (e.g., Ministry Platform church management system, eSpace scheduling software, Shelby Financials, Asana, Canva, Wufoo, and Clarity)
- Able to multi-task and juggle multiple priorities
- Self-starter who takes initiative and anticipates needs of the department
- Ability to communicate with persons of all levels of maturity and status
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Excellent verbal and written communication that inspire others to participate in mission work
- Able to work efficiently and effectively in a team environment (as well as independently) exhibiting flexibility when needed

Education and Experience Requirements

- Bachelor's degree in Business Administration (or related field) and/or equivalent certification
- Two (2) to three (3) years of related administrative experience preferred

Supervisory Responsibility

This position does not have employee supervisory responsibilities.

Work Environment

This job operates in a professional office environment with occasional requirement to attend on-site events that require administrative support. This role routinely uses standard office equipment.

Physical Demands

Position is required to see, talk, hear, stand, walk, and sit. Employee must lift or move office supplies or other donated items up to 25 pounds.

Expected Hours of Work

Days and hours of work are to be done Monday – Friday during normal business hours. Occasional evening and weekend work may be requested.

Travel

Occasional travel may be requested during business day to assist an off-site event.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties,

responsibilities, and skills required of personnel so classified.