BCLR Administrative Assistant Job Description

Full time = 32 hours per week.

The following is a general representation of what the job duties are for the position of BCLR Administrative Assistant. The list is by no means exhaustive and is subject to additions and/or deletions as needed to generate the best use of the talent of the employee and the needs of the church.

Skill Requirements:

Administrative skills:
- Must have the ability to communicate clearly both verbally and in writing
- Must be highly organized and self-motivated
- Must be ministry minded, friendly, and work well with people
- Must be able to multi-task, appropriately managing regular tasks with spur of the moment requests
- Must have the ability to think and plan ahead
- Must be able to create efficient processes
- Must be able to assist and facilitate church-wide events

Technical skills:
- Experienced with Windows PCs in a business environment
- Experienced using Microsoft Office
- Experience with or actively using social media services

Optional:
- Experience with Photoshop or other graphics editors using layers
- Experience with Mailchimp or other marketing experience
- Experience with web design

Weekly Activities:

- Attend weekly staff meeting
- Assist Pastor of Worship in his ministry – currently assist worship leaders
- Assist Pastor Hamline in his ministries – Adult, Missions, Counseling
- Prepare weekly bulletin, lyric sheets, and promotional materials
- Create slides/posters/videos/social media graphics for the church
- Maintain church communications media (e.g. website, app, email, social media)
- Aid in administrating upcoming events