

### Job Profile

This Assistant provides administrative support to the Men's Ministry and Teaching Pastor as well as Women's Ministry Leader. The Assistant will also handle coordination and logistics for events at Berean and outreach events. The purpose for this 28-hour per week position is to liaison with the ministry leaders, the Communications team, The Events Coordinator, and participants in ministry events.

### Job Responsibilities

Essential duties:

Maintain the integrity of master contact lists and databases for men's and women's ministries  
Organize the logistics and details of events and groups (Iron Works, Commit Conference, Bible Studies, Events, Retreats, Outdoor Adventures)

Anticipate administrative needs, planning to provide for smooth implementation

Work closely with Communications Team for promotions, advertising, web design, graphics and scheduling through Basecamp

Maintain web pages for men's and women's ministries; coordinate communication related to ministries on the main Berean website

Work closely with Facilities Team scheduling rooms, calendar through E-Space

Daily posting, communication and monitoring Facebook, Twitter and Instagram

Keep track of registrations for classes/events through Formstack

Watch for discrepancies within ministry and church wide calendars and address accordingly

Participate as a member of Women's Ministries CORE Leadership Team

Other duties:

Maintain subscriptions for websites and coalitions

Meet with potential volunteers for ministries and assist with on-boarding process

Prepare, assign volunteers, and execute Bible study/meeting kickoffs, celebrations, events

Arrange for or handle A/V technical support for events and studies

Purchase organize and distribute supplies for events and classes

### Knowledge, skills, and abilities

- Model a growing, personal relationship with Jesus Christ, maintaining unity in all aspects of work and personal life.
- Agree with the Berean Baptist statement of faith
- Establish or maintain membership at Berean Baptist Church
- Exemplify servant leadership, demonstrating humility, patience, teachability and cooperation

**"We know that for those who love God all things work together for good, for those who are called according to his purpose."**

**Romans 8:28 ESV**

- Demonstrated skills in writing and blogging
- Skills in technology such as Facebook, Twitter, Instagram, Outlook, Dropbox, MS office, OneDrive, ProPresenter, Formstack and Publisher
- Ability to manage and maintain accurate calendars without micro-managing time
- Ability to handle conflict, seek graceful resolution, and deal with unique requests
- Flexible and ability to work well under pressure on multiple assignments
- Ability to think quickly in challenging moments
- Positive attitude

### **Work Conditions**

Work may include setting up equipment and assisting with table, chair and food set-up for events.

### **Hours**

This job will require weekday hours; additional hours include evening Bible studies, special events, retreats, conferences, FaithFamily celebrations, Christmas and Easter.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*