

Friendship-West Church & Conference Center

Youth, Collegiate, & Discipleship Ministries - Administrative Assistant

Position Purpose

Administrative Assistants ensure the efficient day-to-day operation of the office, and support the work of the assigned pastoral staff members. This position will report to:

The Pastor of Children

The Children's Pastor is responsible for all aspects of ensuring the spiritual growth and development of children ages birth through 5th grade.

The Pastor of Youth

The Youth Pastor is responsible for all aspects of ensuring the spiritual growth and development of youth in 6th – 12th grades, and collegiate students in the DFW Metro area and across the country.

The Pastor of Discipleship

The Pastor of Discipleship gives leadership to our overall discipleship efforts, to our ministries for E-Members, to ministries for guest services, to our ministries and processes for onboarding new members, to our marriage ministry, to a number of teaching assignments, and to the management of our church membership database.

Responsibilities/Duties/Functions/Tasks

Administrative Assistants perform a wide range of duties. In the performance of their respective tasks and duties, the employee is expected to conform to the following:

- Maintain office calendars, coordinate work flow and meetings, and oversee other aspects of general office coordination
- Perform general clerical duties to include, but not limited to, note taking, bookkeeping, transcribing, copying, faxing, mailing and filing.
- Assist in database management processes such as record creation and updating
- Support staff in assigned project-based work and represent supervisors with the business office or other departments
- Responsibilities for: Preparing for Marriage Sessions (biannual), Summer Enrichment Program (yearly), Frederick Douglass Scholarship (yearly):
- Other duties as assigned

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Requires a general educational background normally equivalent to a full high school education plus 2 years of post-secondary education in a business-related field. A bachelor's degree in a business-related field may be substituted for 2 years' experience.

Computer Skills

Proficient PC skills in MS Office (Teams, Word, Excel, PowerPoint, and Outlook) and Internet software are required. Types 40 wpm.

Other Skills and Abilities

- Exhibits the ability to prioritize, organize and handle tremendous volumes of work.
- Exhibits ability to work quickly and efficiently with multiple tasks and responsibilities.
- Exhibits ability to manage sensitive and confidential information.
- Exhibits effective leadership and organizational skills with people, programs and projects.
- Ability to anticipate and manage unforeseen problems and concerns.

Other Qualifications

- Must pass a criminal background check.
- Detail oriented yet able to adapt to change rapidly without confusion.
- Professional and mature demeanor

Schedule:

Monday to Thursday (7am – 5pm) with some weekend responsibilities and activities

Work Location:

Onsite at church with the opportunity for flex time

Benefit Conditions:

Only full-time employees eligible

Friendship West Baptist Church considers qualified applicants without regard to gender, sexual orientation, gender identity, religion, race, national origin, age, veteran, or disability status. We celebrate diversity and are committed to building an inclusive work environment where all teammates feel a sense of belonging while bringing their authentic self to the table and being valued for it.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel or classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Work Requirements

Confidentiality of the record is of paramount importance. All participant records are highly confidential.