



Job Title: Administrative Assistant
Reports To: Operations Director
Status: Exempt/Salaried Full Time
Prepared By/Date: Janine Mikell 2025
Approved By/Date: Candace Dellinger 2025

Position Summary

Help to provide and coordinate administrative assistance by communicating and organizing technology needs for church and school staff. As well as assisting in planning and executing ministry needs and events. This position requires the assistant to be organized, work excellently with other departments, and in general possess good interpersonal and problem solving skills.

Roles and Responsibilities

- Support directors in daily, weekly, and monthly tasks that are professionally related.
- Deliver assigned technology equipment to staff.
- Organize support requests using a help desk ticket management system.
- Help to gather quotes and pricing for project needs.
- Keep an inventory list of items such as external monitors, keyboards, etc.
- Ability to train and work across Google Workplace products.
- Help support membership database needs like taking attendance, scheduling volunteers, and sending emails.
- Support other ministry areas when requested and time is available.

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Willing to become a member of East Cooper Baptist Church
- A passionate love for the Lord and a desire to serve in support ministries
- Exemplary interpersonal skills with the ability to collaborate and work well on teams
- Demonstrated ability regarding discretion and professionalism
- Exhibit excellent written and verbal communication skills
- Excellence in time management, process details, organization, and prioritization.
- Able to adapt to new technologies and learn new systems
- Diploma required; Degree preferred
- Minimum of 1 year of experience as an Administrative Assistant or other similar position
- Proficient in Google Suite
- Knowledge of Mac iOS Systems a plus

If you are interested in this opportunity and meet the qualifications below, please complete an online employment application. Upload your resume with a cover letter at the end of the application form.