



Job Title: Administrative Associate
Reports To: Operations Director
Status: Exempt/Salaried Full Time
Prepared By/Date: English Preston 2025
Approved By/Date: Candace Dellinger 2025

Position Summary

Help to provide and coordinate administrative assistance planning and executing ministry needs and events. This includes all ministries, but with a focus on Kids Ministry. This position requires the assistant to be organized, work excellently with other departments, and in general possess good interpersonal and problem solving skills. The work days for this position are Sunday through Thursday.

Roles and Responsibilities

- Support directors in daily, weekly, and monthly tasks that are professionally related.
- Help support membership database needs like taking attendance, scheduling volunteers, and sending emails.
- Create and manage registrations.
- Sunday responsibilities include, but are not limited to: classroom set up, family check-in assistance, audio-visual equipment preparation for teaching teams, and other volunteer resources prepared as needed.
- Ability to train and work across Google Workplace products.
- 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
- Willingness to train to work with children. (Experience working with children is desirable.)
- 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
- 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.