



Valley Community Baptist Church Job Description

Administrative Assistant

Ministry Division: Valley Students and Young Adults

Purpose: Support the NextGen Pastor, Associate Director of Valley Students, and volunteer leaders by providing administrative and communication assistance in a spirit of cooperation and teamwork to accomplish church-wide ministry goals.

Candidate Attributes and Qualifications

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions and ascribe to Valley's Affirmations of Faith as described in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

1. Models spiritual transformation
2. Team player who takes initiative to preserve the unity of the body of Christ
3. Strong desire to honor God and inspire His people through excellence
4. One to three years of administrative and communications experience
5. Strong writing and computer skills
6. Demonstrated ability to produce quality content under tight deadlines
7. Self-motivator who also works well with others
8. Ability to prioritize and work effectively on several concurrent projects
9. Strong attention to detail
10. Ability to work with a wide variety of personalities and temperaments in an encouraging, affirming, and loving manner, demonstrating excellent boundaries

Ministry Responsibilities

1. Support the NextGen Pastor and Associate Director of Valley Students in scheduling appointments, preparing expense reports, budget management, and similar tasks.
2. Under the direction of the NextGen Pastor and Associate Director of Valley Students, communicate with and provide administrative support for Student Groups, Sunday Morning Classes, Events, and manage the calendaring process.
3. Maintain office hours and answer the Students office phone.
4. Maintain accurate individual and group information in the church database, including attendance and reporting.
5. Support parents and students when they reach out regarding Student Events; oversee registration and medical forms.
6. Supply the necessary resources for midweek activities and events, including setting up check-in and resupplying name tags and check in sheets.
7. Create, prepare, and distribute promotion materials for events.
8. Support and maintain Valley Students social media platforms, including Facebook and Instagram, along with the weekly student email and group text messages.
9. Update and maintain two website pages: Valley Students and Valley Young Adults. Update Students serving opportunities on the Serve page.
10. Maintain schedule and room reservations in the database (CCB).
11. Coordinate Impact Coaching Process in the database (CCB).
12. Coordinate students follow up processes - new students, families, and believers.
13. Work with Communications to promote upcoming events.
14. Other duties and responsibilities as assigned by the NextGen Pastor and Associate Director of Valley Students.

Key Working Relationships

1. Reports to the NextGen Pastor.
2. Works collaboratively with the Associate Director of Valley Students.
3. Partners with Valley Students and Young Adults volunteer leaders.
4. Functions cooperatively and collaboratively as a member of Valley's Admin Team.

Other Details and Important Information

Exempt: No.

Status: Full-time (32 hours per week)

Date: February 12, 2024

Posted by: Executive Pastor

Employment At-Will

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

How to Apply

Interested individuals must fill out an application, available on the Employment page on the Valley website. Email the completed **application**, a **cover letter**, and your **resume** to search@valleycommunity.cc

No phone calls, please