



Valley Community Baptist Church Job Description

Administrative Assistant

Ministry Division: Valley Students and Valley Young Adults

Purpose: The Administrative Assistant supports the NextGen Pastor, the Associate Director of Valley Students, and volunteer leaders by providing administrative, communication, and ministry coordination support 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 contained in the church Constitution. The candidate should possess many of the following core gifts, passions, and qualifications:

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

Ministry Responsibilities

1. Provide administrative support to the NextGen Pastor and Associate Director of Students, including scheduling, budgeting, purchasing, and office operations
2. Coordinate calendars, logistics, transportation, and event planning for Students and Young Adults Ministries
3. Manage ministry databases, registrations, records, reporting, and compliance documentation
4. Prepare weekly ministry environments by coordinating check-in systems, supplies, rosters, and administrative support
5. Coordinate with staff for retreats, mission trips, special events, and ministry gatherings
6. Develop and manage ministry communications through email, text, print, website, and social media in partnership with ministry staff and Communications

7. Create promotional graphics and marketing materials while maintaining ministry branding standards
8. Recruit, coordinate, and support volunteers assisting with communications, media, and content creation
9. Coordinate guest follow-up, volunteer communication, and ministry assimilation processes with ministry staff
10. Perform additional ministry, weekend, and special event responsibilities as assigned

Key Working Relationships

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

Other Details and Important Information

Exempt: No.

Status: Part time (20 hours per week).

Date: July 17, 2026. **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.