

## **Administrative Assistant**

32 hours per week, some evenings and weekends

Big Valley Grace Community Church worships every weekend in multi-generational gatherings, connects in authentic community, grows in obedience to God's Word, serves others with our God-given talents, and reaches our local and global communities with the love of Jesus.

### **THE POSITION**

Reporting to the Office Manager, this position will function as the lead administrative assistant for Celebrate Recovery and Connect ministries and will provide support to other ministries, as needed. The successful candidate will work well autonomously and with teams and be flexible and positive, taking direction well. Excellent people skills and strong attention to detail are essential.

#### Responsibilities for CR

- Preparing ministry materials, including correspondence, promotional materials, brochures, social media posts, and lay leader materials and lessons
- Coordinating events, meetings, and travel; providing support to volunteers, as directed
- Providing administrative support, including general bookkeeping, internal requests for events, expense reports, list and record maintenance, preparation for the weekly CR service, etc.
- Interfacing with internal and external customers in person, by phone and by email.

#### Responsibilities for Connect

- Data input and database record management
- Working with Excel spreadsheets and preparing correspondence and reports
- Coordinating details and setting up for classes; interfacing with class leaders and attendees

### **MINIMUM QUALIFICATIONS**

- Computer skills: experience with MS Office Suite
- Social media: experience making posts and monitoring accounts
- Experience working in an administrative capacity in an office environment
- Familiarity with Celebrate Recovery or step programs
- Reliable personal vehicle and good driving record
- Able to lift and carry up to 25 lbs.; sit and stand for long periods of time; walk across campus; climb stairs; see, hear, and speak clearly; read and write English proficiently
- 4-year degree in business, communications, or related field preferred; relevant certifications and work experience can be substituted for college education

### **OTHER GENERAL EXPECTATIONS**

- BVGCC membership and personal relationship with Christ
- Exhibit professionalism, conscientious work ethic, and ability to work in a variety of settings and circumstances, with composure and flexibility
- Maintain confidentiality and anonymity, as appropriate

### **APPLICATION PROCEDURES**

Applicants should submit the following to [WendyJ@bvg.org](mailto:WendyJ@bvg.org) or in person at the Church Office:

- Completed BVGCC employment application
- Completed Administrative Skills Questionnaire (downloadable at [bvg.org/employment](http://bvg.org/employment))
- Resume

Applicants may be subject to credit check and reference check. For further information, please contact Wendy Jones at 209-577-1604, ext. 393.