

FAMILIES, YOUTH, AND COLLEGE ADMINISTRATIVE ASSISTANT

If you are interested, contact Jay Shaw at 205-776-5389 or send resumes to jshaw@briarwood.org

I. POSITION SUMMARY

This full-time position provides essential administrative support to our staff through day-to-day administrative tasks, office management, coordinating events, communication, database management, etc. The ideal candidate is organized, detail-oriented, flexible, proficient with Microsoft Office, and able to anticipate ministry needs in a fast-paced, relational environment.

II. POSITION REQUIREMENTS

EDUCATION / EXPERIENCE - College degree and administrative assistant experience preferred.

SKILLS – To fulfill the requirements of this position, it is highly desirable for this person to possess: basic computer skills (Microsoft Word, Excel, and Publisher) plus graphic design abilities; ability to use the church's Shelby System for membership, mail merge purposes etc.; a command of the English language; ability to maintain a filing system; organizational skills; flexibility; able to work well with others; ability to effectively communicate with members and visitors with a courteous and helpful attitude, as well as with others in coordinating events for the four ministries. This person needs to be able to anticipate administrative needs for upcoming events and activities as well as specific needs that the Youth and College Directors may have. This will take getting to know the ministry so they will be able to anticipate and initiate tasks.

III. POSITION RESPONSIBILITIES

MAJOR RESPONSIBILITIES

1. Managing Office: Answering the phone and fielding questions about the different activities and meetings; Purchase office supplies to ensure an adequate stock is maintained for all departments; Maintain and organize the department's filing system for future reference of important documents; Copy a variety of materials for distribution, use, and record keeping; Process daily outgoing and incoming mail; fielding phone calls; General cleaning and organization of Barn and office. Managing/updating visitor and member info for each ministry on a semester basis.
2. Computer Related duties: Updating and maintaining the church database for mailing list and shepherding purposes; Updating the College and Youth websites; All letters, calendars, event postcards, etc.
3. Event Planning: Provide administrative support for the preparation of various retreats, conferences, and mission trips associated with all ministries; Coordinates luncheons, dinners, and special events as needed; Handling and tracking registrations (also support for mission trips); Generate reports of attendees for conferences and retreats.
4. Design Work: Designing and laying out all publications that the ministries sends out (newsletters, flyers, first-time visitors' letters); Designing t-shirts for events; Proof-reading publications.