

Job Description for Board Directed Ministries Administration Assistant Briarwood Presbyterian Church

Ministries Served: Pastor of Board Directed Ministries, Briarwood Fellows, and other BDMs as required
Reports to: Pastor of Board Directed Ministries

Position Summary

The individual who fills this position will serve in a part-time capacity as office manager, facilitating communication and providing administrative support (assisting with scheduling, event planning, project management, and organizational logistics). This individual will exhibit integrity, administrative initiative, good judgment, confidentiality, strong time management skills, and flexibility.

Position Requirements:

The individual who fills this position will possess:

- Christian maturity and the ability to represent Christ and BPC well
- The ability to communicate clearly, effectively and timely in both written and oral mediums, giving careful attention to details
- Initiate leadership within the parameters of the position, staying ahead of needs through prayerful discernment
- The capability to multitask and manage varying ministries with their specific projects and needs
- The ability to utilize Microsoft Word, Excel, Google Docs, ShelbyNext and Mail Chimp
- Membership at Briarwood Presbyterian Church is an expectation for this position.

Major Responsibilities

Administration:

- Manage all BDM facility requests, maintaining the scheduling calendar and coordinating with church facilities and master calendar as needed
- Update and manage the Outlook Calendar for the Pastor of Board Directed Ministries
- Keep BDM documents current and easily accessible; assimilate and prepare all documents required for BDM Director and BDMT Commission meetings
- Maintain office and kitchen supplies, track and manage Time Sheet and Personal Mileage, and execute details for luncheons, meetings, etc., for BDM events

Financial:

- Process donations, expenses, receipts, and budget items by entering into appropriate databases
- Prepare and distribute contribution statements for donors
- Process payments with Fellows; reconcile accounts with BPC finance records; and assist with forecasting budgets

Event Planning and Weekly Tasks:

- Administer logistics for events, banquets, retreats and other activities
- Provide oversight to project management, ensuring successful events
- Meet regularly with Directors to plan work responsibilities for the week
- Assist with Fellows Friday seminary class and leadership lunch
- Coordinate reservations, travel arrangements, payments, stipends, etc., for mission trips
- Provide support to other BDMs as needed