

ADMINISTRATIVE ASSISTANT TO HISPANIC MINISTRIES

Bethany Bible Church Profile / Position Summary

(April 22, 2019)

Bethany Bible Church of Phoenix, Arizona is seeking a part-time, bilingual, effective team member who will work as a collaborative part of a unified ministry staff to provide administrative support to our Hispanic Ministries.

● **Position Profile**

Working as a collaborative part of a staff team, the Administrative Assistant will provide support to the Hispanic ministries as well as general administrative support.

To this end they will...

- Effectively communicate, both verbally and written, with Hispanic pastoral staff, ministry staff team members, and congregation members
- Coordinate logistics for weekly, monthly and annual events including updating church calendars and communication with facilities staff
- Prepare publications and sermon presentations using various computer software programs and office equipment
- Maintain the ministry database and create reports as needed
- Coordinate with general office staff members to provide administrative support when needed

This position is a part-time, 10-12 hour weekly position with regular, in-office hours between Mondays – Thursdays. Bi-lingual

● **Candidate Profile**

Qualified Candidates for this position will have exemplary Christian character including a vibrant personal relationship with Jesus Christ and a proven record of integrity in their personal life, interpersonal relationships, and exemplary local church involvement.

They will possess the skill level required to undertake the various duties as described above.

● **Compensation**

This position is a 10-12 hour part-time position. The compensation range is consistent within the organization, comparative with equivalent positions in similar-sized congregations, and is commensurate with skill level and experience.

● **Applicant Instructions**

To submit your name for consideration, please return in PDF format a resume along with a cover letter introducing yourself to employment@bbcphx.org.

We will acknowledge by email receipt of your information.