

Job Description



Employee's Name:	
Job Title:	Events/Office Assistant
Reports To:	Events Manager (primary), HR Manager (secondary),
Department:	Administration
Campus:	Downtown
Exempt Status:	Hourly, Non-exempt
Position Type:	Part-time, At Will
Employee Type:	Staff
Number of Hours per Week:	10-15

Aim:

The Events/Office Assistant of Bethlehem College and Seminary shall earnestly seek to spread a passion for the supremacy of God in all things for the joy of all peoples through Jesus Christ, by assisting with various administrative tasks related to Events and Office Management. The Administrative Assistant shall maintain a Christian spirit of love and service toward the Bethlehem College and Seminary staff, faculty, and students, in accordance with Bethlehem College and Seminary's mission and Community Declaration.

Qualifications:

1. Model servant leadership and exhibit a helpful, joyful attitude.
2. Sustain a vital, growing relationship with the Lord through personal and corporate worship, study of God's Word, prayer, and regular, ongoing fellowship with believers at Bethlehem.
3. Seek to undertake duties in the power of the Holy Spirit, undergirded with prayer, guided by the Scriptures, and manifesting the character of Christ for the glory of God.
4. Be a member in good standing of Bethlehem Baptist Church ("BBC"), The North Church ("TNC"), or a local Treasuring Christ Together church, or, if not a member when initially hired, become a member as soon as possible, ideally completing the membership process within three (3) months of the date that employment begins. (Exceptions may be considered by administration for other like-minded churches.)

Job Description
Events/Office Assistant

5. While ensuring first loyalty is to God and the Word, support the leadership (board of trustees, president's cabinet, and deans) of the school generally and specifically for specific area of employment. Strive to maintain positive and fruitful relationships with other Bethlehem employees, leaders, and students. While concerns or differences of opinion may arise, all employees will communicate in a biblical manner and abide by appropriate supervisory direction and any final determinations of the President's Cabinet.
6. Have the vision and organizational skills necessary to work effectively within the context of a churches-based school and large church with multiple staff members and ministries.
7. Strictly maintain appropriate confidentiality according to the guidelines set forth in the Employee Handbook, Community Declaration, and the church's Relational Commitments.
8. Sign our Employee Handbook Acknowledgement Form, Mediation and Arbitration Agreement, and must comply with all applicable school policies.
9. Give servant-hearted support to specific area(s) of departmental service as well as to the broader needs of Bethlehem College and Seminary.
10. Have experience with Apple, Microsoft Office, and Google software.
11. Have a good understanding of the people, projects, and work under his/her responsibility and demonstrate faithfulness and good follow-through both in collaboration with other school partners and in independent efforts related to his/her role.
12. Demonstrate a commitment to personal and professional growth by attending appropriate training, development, and team-building events.

Requirements:

Should be ...

1. A self-starter and an initiative-taker
2. Detail-oriented
3. Flexible
4. Able to manage stressful situations
5. Familiar with Bethlehem ministry values, ethos, and priorities
6. Eager to serve in both humble, unseen and visible, discernible ways
7. Proactive in communicating with others on a team

Should have ...

1. Excellent interpersonal skills
2. Excellent written, and verbal communication skills
3. Excellent time management and organizational skills
4. Excellent administrative skills
5. Excellent attention to detail while managing priorities and adapt under the pressure of tight deadlines and multiple projects
6. Computer competence
7. Team orientation, collaborating well with others
8. Strong creative and conceptual thinking
9. In-depth problem solving and follow-through skills

Job Description
Events/Office Assistant

10. Ability to exercise sound judgment within established guidelines
11. Ability to work well under direct supervision or independently with minimal instruction

Education Requirements

Responsibilities:

As Events/Office Assistant, this individual will be responsible for the following:

Office Management (15-20%):

- Maintaining order and cleanliness of 4th floor conference rooms and hospitality areas,
- Organizing and tidying office storage spaces as needed,
- Restocking fridge and coffee areas daily,
- Taking inventory and purchasing hospitality supplies,
- Ordering anything needed for the Office, Library, Lounge, or Hanson building,
- Going to Costco for either office needs or the needs of other departments,
- Purchasing, setting up and cleaning up for the BCS meetings (monthly Staff & Faculty meetings and Pause & Play),
- Submitting Ramp invoices for purchases,
- Covering the BBC reception desk as needed,
- Other projects as needed.

Events (80-85%):

- Assisting the Events Manager in planning the Events calendar and coordinating with the other departments,
- Coordinating with the BBC facilities team for events set up and clean up,
- Reserving Events in Ministry Platform at the Downtown campus and coordinating with the BBC receptionist to avoid church planning conflicts,
- Working with the North Campus Facilities and Communication people as needed for events at TNC,
- Meeting weekly with the Events Manager to make our planning and execution of events as efficient as possible,
- Assisting the Events Manager with planning events...
 - Referring back to Dropbox folders and Google files for how events have been done,
 - Anticipating numbers based on signups and regular ebb and flow of student attendance,
 - Planning decor and taking inventory of what we have in events storage,
 - Planning food and doing price comparisons on caterers,

Job Description
Events/Office Assistant

- Coordinating with Communications on anything needed for our events,
- Purchasing and ordering food and decor as needed,
- Assisting the Events Manager with executing events...
 - Setting up for events and/or delegating tasks to volunteers,
 - Receiving and setting up catering,
 - Attending and managing the event as needed,
 - Managing and/or assisting an orderly and efficient tear-down of the event (ensuring that things return to their proper place)
- Chapel lunch help...
 - Helping the BBC lunch coordinator with lunch prep and set up,
 - Chapel lunch check-in,
 - Reporting chapel lunch numbers to accounting and depositing the cash to our bursar,
 - Tracking student numbers in an excel sheet to better anticipate numbers in the following years,
- Attending and assisting at other events as needed (*occasionally*, for Admissions, Advancement, or House System).
- Maintaining the order and inventory of the Events storage,
- Washing, folding, and putting away our tablecloths after every event.

Additional Duties:

1. Attend relevant meetings
2. Assist with other duties as requested

Job Description
Events/Office Assistant

Approved By:

Events Manager:

Signature _____ Date: _____

Events/Office Assistant:

Signature _____ Date: _____