



JOB DESCRIPTION

JOB TITLE:	Media/Administrative Assistant
DEPARTMENT:	Mission & Serve
CLASSIFICATION:	Part-Time (20 hours/week; during office hours)*
STATUS:	Regular
FLSA:	Non-Exempt
REPORTS TO:	Associate Pastor for Discipleship
DATE:	April 2015

PURPOSE:

Coordinates inspiring marketing of department vision and initiatives through soliciting, editing, and submitting material for various media. Works collaboratively with others to ensure department needs are handled in a way that aligns with Bellevue Presbyterian Church's goals and vision.

* [BelPres is hiring one 35 hr/week position or two 20 and 15 hr/week positions. Please identify for which position you are applying. Applicants will be notified by June 4, 2015.]

KEY ACCOUNTABILITIES/DUTIES:

- Market Mission & Serve vision and initiatives to inspire congregation and encourage participation
- Writes, edits and proofreads content for all media to ensure alignment, accuracy and consistency of messaging
- Recruits, trains and supervises volunteer writers

KNOWLEDGE/SKILLS:

- Personal faith in Jesus Christ and a theology consistent with the mission of Bellevue Presbyterian Church
- High level of comfort with technology and creating technology based marketing content
- Excellent writing/editing skills
- Passion for missions and inviting others to participate
- Ability to provide excellent customer service to staff and congregation
- Ability to recruit, train and supervise volunteers
- Ability to multi-task, prioritize needs and manage multiple projects over time
- High attention to detail
- Ability to work independently and show initiative and judgment

BEHAVIORS:

Bellevue Presbyterian values and recognizes the following organizational behaviors:

- | | |
|----------------------------|---------------------------------|
| • Spirit-led and Empowered | • Respect & Reliability |
| • Continuous Improvement | • Equipping Others for Ministry |
| • Alignment | • Authentic Relationships |
| • Servant Leadership | • Sacrificial Collaboration |



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DEPARTMENT/STAFF COLLABORATION:

- GetConnected
- Mission and Serve
- Other ministries and departments on an as needed/required basis

SUPERVISORY RESPONSIBILITY:

- None; however supervises volunteers

EDUCATION/TRAINING:

- High school degree required
- Minimum 2 years experience in administrative support role
- Experience in marketing preferred

PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Office environment

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.