
JOB DESCRIPTION
Administrative Assistant - First Baptist Spartanburg

SUMMARY

The Administrative Assistant for the Groups and Discipleship Team is responsible for fulfilling the vision of the church and Groups and Discipleship Team through administrative, operational, and logistical support. This person plays a vital role in undergirding the Groups and Discipleship Ministry.

QUALIFICATIONS & PRIMARY JOB RESPONSIBILITIES may include but are not limited to the following:

- Administrative gifting; strong organizational skills, detail-oriented, and efficient.
- Ability to communicate clearly, professionally, and graciously.
- Excellent written and verbal skills.
- Proficient in Microsoft Office and Google Workspace.
- Anticipates needs and manages time well.
- Discretion in handling personal and confidential information.
- Offers support to the Minister of Groups and Discipleship and team as needed.
- Update Life Group attendance and rosters weekly.
- Build and update reports and dashboards within Realm (weekly).
- Assist in following up with people who are interested in joining a Group.
- Manages the team's credit cards and reporting.
- Assist the Minister of Groups and Discipleship with managing the team's budget (Aplos).
- Provide support for Groups and Discipleship Ministry events (eSpace, setup needs, etc.).
- Attend weekly team meetings and other meetings as needed and offer input and ideas.
- Manage the various workflows (Life Group Pathways, Leader Development, etc.) and make weekly updates.
- Print materials and mailings as needed.
- Order and distribute curriculum per quarter.
- Oversee the church's calendar in coordination with the Executive Administrative Assistant.
- Prepare for Sunday (update signage, Life Group listing, clean rooms, organizing boxes for leaders).
- Submit Media Requests and update webpages for the Groups and Discipleship Ministry.

OTHER RESPONSIBILITIES may include but are not limited to the following:

- A believer and member (or willing to become a member) who faithfully gives at least 10% of gross income to FBS and demonstrates biblical stewardship of one's time, talents, and treasure.
- Maintain personal integrity and evidence of ongoing spiritual growth.
- Seeks always to learn, adapt, grow, and develop.
- Communicate with Group leaders as needed.
- Assists in other projects and events as needed.