

Position: Arden Campus Assistant

Reports to: Arden Campus Pastor

Job Location: Arden, NC

Position Type: Full-Time, non-exempt

Summary of Position: The Administrative Assistant is primarily responsible for the administrative operations of Biltmore Church Arden Campus.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and theology of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Prepared to join Biltmore Church as an individual/family and make the Arden campus your home campus.
- Active involvement in a weekly Arden Campus Connect Group is expected.
- Demonstrated initiative with an ability to work effectively apart from close supervision.
- Proactive communicator who initiates mission-critical details inside and outside of weekly team meetings.
- Minimum of high school diploma or equivalency; college degree and 2 years of relevant experience preferred.
- Excellent keyboarding & computer skills with proficiency in Microsoft Office & other Programs / e.g., Planning Center.
- An eye for excellence with a demonstrated ability to improve upon systems and procedures.
- Highly organized, team-player, fast learner, committed to excellence.

Essential Responsibilities

- Works closely with the Campus Pastor and team to ensure that annual goals and action plans are kept current throughout the year.
- Serve as Arden Campus representative at Central Welcome Team meetings.
- Maintain Arden Campus budget.
- Prepare agendas, reports and budget updates for weekly team meetings.
- Coordinate church database (ROCK) for connect groups, events, and volunteers for Arden Campus.
- Oversee the Arden Campus Email account, offering timely responses.
- Assist the Campus Pastor with coordinating/planning and all campus gatherings (e.g., Sunday mornings, Wednesday activities in spring and fall, starting point, special events, etc.)
- Assist the Campus Pastor and team in coordinating facility usage, accounting needs, and communication requests to appropriate Central Support Ministries.
- Sunday morning & Wednesday evening responsibilities as assigned by Campus Pastor.