

Position: Ministry Assistant to East Asheville Campus

Reports to: East Asheville Campus Pastor

Job Location: Asheville, NC

Position Type: Full-Time

Summary of Position: The Administrative Assistant is primarily responsible for the administrative operations of Biltmore Church East Asheville Campus as well as oversight of our Campus Welcome Team.

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 in membership as an individual/family and make the Biltmore Church East Asheville Campus your home Campus
- Active involvement in a weekly East Asheville 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 huddles
- 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 / Apps, 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
- Works closely with and help oversee our Campus Welcome Team through attending Welcome Team meetings, weekly volunteers scheduling, encouragement, and equipping
- Welcome and/or screen visitors throughout the week
- Maintain East Asheville Campus budget.
- Oversee coffee counter ministry (e.g. volunteer needs and inventory)
- Prepare agendas, reports and budget updates for weekly team huddle
- Coordinate church database for connect groups, events and volunteers for East Asheville Campus
- Oversee the East Asheville Campus Email account, offering timely responses
- Assist Campus with coordinating and set up of campus gatherings (e.g. Sunday mornings, Wednesday activities in spring and fall, starting point, special events, etc.)
- Assist Campus Pastor and team in coordinating facility usage, accounting needs, and communication requests to appropriate Central Support Ministries.
- Initiate weekly/monthly campus scheduling for offering delivery, pastor/ deacon on call rotation, welcome team, etc.
- Sunday morning & Wednesday evening responsibilities as assigned by Campus Pastor