



## FIRST BAPTIST CHURCH JACKSONVILLE

### **Administrative Assistant to the Director of Operations**

**Title:** Administrative Assistant to the Director of Operations

**Summary:** Reach all of Jacksonville with all of Jesus for all of life by... overseeing all administrative details and support for the Facilities Division thereby assisting in implementing the vision of the ministry and ministry support.

**Reporting:** Reports to the Director of Operations

**Designation:** Ministry Support / Full-time / Hourly Non-Exempt

#### **Collaborative Relationships:**

- Ministry Coordinators – this person will work closely with Ministry Coordinators and representatives from other departments and teams as we seek a collaborative and unified work environment.
- Operations Team – this person will work closely with staff members involved in the Operations Divisions including Maintenance, Housekeeping, Security, IT, and Media.

#### **Responsibilities:**

- Read and respond to email correspondence on behalf of the Director of Operations.
- Manage calendars for the Director of Operations by planning and scheduling meetings, conferences, and travel.
- Serve as the first line of contact for the Operations Division; assess proper response to calls, inquiries, or meeting requests; greet and assist visitors, as needed.
- Attend meetings, as needed, for the purpose of capturing notes and actionable items.
- Function as the daily coordinator of the eSpace Facility Management system in conjunction with the appropriate team members. This includes event approvals and work order management.
- Assist with operation and/or management of various systems vital to the functionality of the Operations Division or ministry support of FBC, including access control systems, security systems, camera systems, etc.
- Submit invoices for payment for all Operations areas. Monitor and manage the budgets for all Operations areas. Reconcile financial records for the Operations Divisions, including credit card charges, reimbursements, etc.
- Schedule site visits and/or inspections for mechanical, electrical, plumbing, and elevators.
- Maintain all registrations, including vehicles, elevators, and office technology.
- Manage and coordinate the use of FBC facilities by both church members and outside entities. Coordinate with the Director of Finance concerning contracts, insurance, etc.
- Ensure all campus maps, evacuation plans/routes, security zones, HVAC zones, etc. are established and kept up to date.
- Manage and ensure proper operation and restocking of life safety equipment (fire alarms, AEDs, medical kits).
- Placing orders for equipment and supplies.
- Maintain confidentiality at all times with sensitive data.

- Assist in scheduling and arranging resources for outside functions in coordination with other Department Coordinators.
- Contribute to the planning and execution of large-scale special events, as directed by the Director of Operations.
- Complete special assignments and projects as directed by the Director of Operations.

**Accountability:** Meet regularly with Director of Operations

**Qualifications:**

*Character*

- Publicly confess that they have confessed Jesus Christ as Lord and Savior, that Jesus died for their sins, that God raised Jesus from the dead and that His atoning sacrifice is the only hope for salvation and eternal life, and demonstrate in their life that they have been born again through evidence of a changed life and the fruit of the Spirit.
- Possess a humble spirit, willing to embrace accountability and correction (when necessary), and serve in any capacity that is needed.

*Training and experience*

- Possess passion for serving the church through administration.
- Strong organizational, logistical, and administrative skills.
- Strong interpersonal skills and a servant's heart.
- Strong written and verbal communication skills.
- Show initiative in anticipating and fulfilling needs for the Operations Division.
- Able to work under pressure and effectively complete projects and assignments.
- Competency in various software: email, Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft Teams, and other critical systems utilized in the Operations Division.
- General knowledge of budget management.
- High School Diploma or equivalent.

*Alignment*

- Be willing to embrace the mission and core values of FBCJax as their own.
- Be able to affirm unreservedly the Baptist Faith and Message 2000.
- Be eager to develop and maintain good Christian comradery with the other members of the staff.
- Be willing to whole-heartily follow the vision of ministry set forth by the leadership.
- Be a current member or willing to pursue church membership at First Baptist Jacksonville

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Frequent use of stairs.
- Must be able to lift up to 15 pounds at times.

*\* Your employment with FBC Jacksonville is at will. This means your employment is for an indefinite period-of-time and it is subject to termination by you or FBC Jacksonville, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of FBC Jacksonville shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of FBC Jacksonville employees. The at-will employment status of an employee of FBC Jacksonville may be modified only in a written employment agreement with that employee, signed by the Chairman of the Board of Trustees, of FBC Jacksonville.*