



SPANISH ADMINISTRATIVE ASSISTANT

Position Description

OBJECTIVES – GENERAL:

Provide administrative and organizational support to the Spanish Ministry Pastor and is the liaison between the volunteers of the Spanish ministry and all the other ministries of Grace Baptist Church.

REPORTING AND ORGANIZATIONAL RESPONSIBILITIES:

The Assistant will report directly to the Spanish Ministry Pastor.

OBJECTIVES – SPECIFIC:

- The Assistant will provide support in the following areas:
 - Oversees all room and resource requests on a daily/weekly/monthly basis and inputs a year in advance all the regular events as well as all the special events.
 - Proactively coordinates communication between Spanish ministries and the general congregation in coordination with the leadership of Grace Baptist Church as needed.
 - Create Documents and presentations in Spanish or English as requested by SM Staff and for use by Spanish Ministries.
 - Maintain Outlook calendar, contacts and set appointments for the SM Staff
 - Remind the SM Staff of all meetings, deadlines and documents needing their signatures
 - Translate verbal or written English and Spanish interchangeably as needed for Spanish Ministries
 - Proof translations done by volunteers for Spanish Ministries
 - Prepare check requests, expense reports, ministry deposits and activity reports
 - Organize electronic files, emails, and office filing systems for easy retrieval of information and quick response to requests
 - Order media as requested by the SM Staff
 - Other projects as assigned by the SM Staff
- Be proactive in guarding the Pastor's time, handles all incoming calls and screens the pastor's calls before transferring.
- Make travel, hotel, and ground transportation arrangements for the SM Staff when necessary
- Prepare worship and announcement slides as well as other presentations as needed

CORE COMPETENCIES:

- Actively walking with Christ and exhibits spiritual maturity in both work and personal life
- Able to work with a wide variety of personalities in a mature and professional manner

- Fully Bi-lingual; able to speak, write and translate fluently in Spanish and English
- Possesses technical knowledge of various computer programs for accomplishing tasks and creating presentations
- Possesses necessary administrative skills to accomplish tasks such as but not limited to: ordering supplies, completing expense reports and processing invoices
- Exhibits discretion in maintaining confidentiality of all matters pertaining to Grace and the people it serves

MISCELLANEOUS EXPECTATIONS:

Attend all Chapel, Extended Staff and Support Staff meetings

This position is non-exempt and scheduled for an average of 32 hours per week.

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus.
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- Travel: Some travel involved including overnight stays.

MINIMUM CONDITIONS FOR BEGINNING EMPLOYMENT

Prior to beginning employment, in accordance with Grace Baptist Church policy and/or under federal or state law, all employees must:

- Signed statement affirming the Grace Baptist Church Statement of Faith, What We Teach, and Social Values Statement.
- Sign and return an offer of employment
- Present verification of their identity and authorization to work in the United States
- Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources Department.

This position an exempt position and is budgeted for 32 hours per week.

Request an employment application in one of the following ways:

Mailing your request to:

Grace Baptist Church

Office of the Executive Pastor

**22833 Copper Hill Drive
Santa Clarita, CA 91350**

Emailing your request to: hr@gracebaptist.org

Calling: 661.296.8737

Online at: www.gracebaptist.org/employment

SELECTION PROCESS

All applications will be reviewed by the Executive Pastor.

Selected candidates will be invited to participate in a personal interview process at Grace Baptist Church. Any expenses incurred in connection with these interviews will be the responsibility of the candidates.

All documents included in your application remain the sole property of Grace Baptist Church and will not be returned. A prospective employee file for this opening will not be considered unless all requested items are submitted and are complete.