

Brentwood Baptist Church Job Description
Deaf Church Part-Time Administrative Assistant

Department: Deaf Church
Reports To: Deaf Church Ministers
FLSA Status: Non Exempt
Effective Date: 10/01/16
Job Grade: Part-Time (20 hours a week)

SUMMARY

The Deaf Church Part-Time Administrative Assistant shall be responsible to the church, under the direction of the Deaf Church Ministers, for providing administrative support to the following areas of the Deaf Church:

- BBDC Ministers
- Camp Summer Sign
- Leadership Team
- DeafGO Ministries: Bible, Theology, Resources, Church Planting, and Missions

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

- **Finances**
 1. Use Martus Tools for financial reporting.
 2. Process all transportation billings to other BBC departments for bus/van usage.
 3. Maintain financial records for DeafGO Bible.
 4. Maintain financial records for Budget DeafGO School of Theology.
- **Communications/Events**
 1. Initiate and follow-up on all Communication Requests.
 2. Schedule events—including room requests, set-up with facilities, handle all tech requests, and appropriate follow-up with all parties involved.
 3. Promote events, accordingly, in a timely manner in various ways such as Facebook/Twitter/Instagram.
 4. Maintain and update the Deaf Church web calendar
 5. Assist the Deaf Church Ministers when website changes need to be made.
 6. Maintain and update information/announcements on the hallway promotion slide monitor.
 7. Make requests for signage for sign frames as requested by the Deaf Church Ministers.
 8. Assist the Deaf Church Pastor with the pastoral vlogs.
 9. Maintain, update, and distribute the weekly prayer journal/events.
 10. Work with the Deaf Church Ministers in sending out letters/emails when needed.
- **Programming**
 1. Coordinate the Deaf Church Ministers' travel arrangements as required.
 2. Receive and screen incoming calls and emails, taking clear messages, and returning calls, communicating on behalf of the Deaf Church Ministers.

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

- Attend Missions Staff meetings, Quarterly Staff meetings, All-Staff meetings, Staff Chapel, and any other meetings as needed or required by supervisors.
- Complete other duties as assigned by the Deaf Church Ministers.
- Respect and maintain the confidentiality of this office.
- Complete applicable weekly/quarterly/annual reports required by the department.

QUALIFICATIONS

- Detail-oriented with strong gifts in administration
- Knowledge of Microsoft Office 2010
- Understanding of basic data management
- Time management and prioritization skills
- Ability to learn other church computer based managements such as Ministry Platform, EventU, Base Camp, Martus Tools and Mobile Tools
- Excellent verbal and written communication skills
- Must possess professional videophone (phone) skills
- Must be punctual and maintain confidentiality
- Proactive attitude and temperament
- Strong work ethic with can-do attitude
- Communication in American Sign Language

EDUCATION and/or EXPERIENCE

- Bachelor's degree from four-year College or University, or one to two years related experience and/or training, or equivalent combination of education and experience
- Possess a working knowledge of Deaf Culture