

Administrative Assistant for Counseling & Recovery

32 hours per week

Big Valley Grace is a Christ-centered church that worships every weekend in multi-generational gatherings, connects in authentic community, grows in obedience to God's Word, serves others with our God-given talents, and reaches our local & global communities with the love of Jesus.

THE POSITION

BVGCC is seeking an autonomous self-starter, who takes direction well and meets goals, as well as identifies and meets needs proactively. Must have flexible and positive attitude. The successful candidate will have excellent people skills and strong attention to detail.

Supporting the Pastor and Associate Pastor of Counseling & Recovery, the Administrative Assistant's responsibilities include:

- Preparing ministry materials, including correspondence, promotional materials, brochures, social media posts, and lay leader materials and lessons
- Coordinating related events, leadership meetings, training and ministry trips
- Providing administrative support, including general bookkeeping for ministry accounts, internal requests for events, expense reports, meeting minutes, calendaring for pastors and counselors, list and record maintenance, weekly CR service: food, supplies, rooms, signs, weekly message recording, etc.
- Interfacing with internal and external customers in person, by phone and by email. Primary external customers include those seeking premarital and other types of counseling or support groups, CR participants, and representatives of jail and prison ministries
- Meeting attendance and other duties, as assigned

MINIMUM QUALIFICATIONS

- Computer skills: experience with MS Word, Excel, Publisher & Outlook; ability to learn new software quickly
- Experience working in an administrative capacity in an office environment
- Reliable personal vehicle and good driving record
- Able to lift and carry up to 40 lbs, sit and stand for long periods of time, hear well, and speak English clearly
- High School diploma and some college (degree preferred)

OTHER GENERAL EXPECTATIONS

- Exhibit professionalism, conscientious work ethic, and ability to work in a variety of settings and circumstances, with composure and flexibility
- Maintain confidentiality, as appropriate
- BVGCC membership and personal relationship with Christ

APPLICATION PROCEDURES

Screening for this position will begin immediately. Applicants should complete an online application and e-mail a PDF resume to HR@bvg.org

FOR FURTHER INFORMATION, please contact Hrayr Santourian at (209) 577-1604 ext. 306.

Applicants may be subject to credit check and reference check and may need to provide a recent DMV printout.