

# Position: Next Gen Administrative Assistant



**Primary Supervisor:** Next Gen Team

**Job Location:** Arden, NC **Position Type:** Part-Time (25 hours)

**Summary of Position:** The Next Gen Assistant will provide ongoing support to the day-to-day operations of Biltmore Kids, Students, and College to help carry out the mission of making disciples of the Next Generation that Reach Up, Reach In, and Reach Out.

## 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 become an active and engaged member as an individual/family and make Biltmore Church your home church.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Highly organized, team-player, fast learner, committed to excellence
- Proficient in computer skills including Microsoft Word, Excel, and Outlook
- Excellent grammar, spelling, and vocabulary needed
- Proactive and effective communicator in person, on the phone, and by email/text
- Ability to maintain confidentiality of sensitive and/or proprietary information
- An eye for excellence with a demonstrated ability to improve upon systems and procedures

## Essential Responsibilities:

- Provides oversight and management of ministry calendars
- Assists in event coordination for Central Next Gen events (Student Camp, Adventure Week, etc.)
- Provides oversight to the general email accounts for Biltmore Kids and Biltmore Students
- Effectively communicates with team on timelines and deadlines for upcoming ministry events
- Assists with overseeing ministry budgets by tracking expenses and ensuring receipts are submitted in a timely manner
- Attends ministry meetings on Tuesday's (rotates between Kids and Students)
- Assists with ordering supplies and working with vendors
- Works with the Technology team to have registrations and reports for events set up
- Other duties as assigned