

# **BAPTIST WORLD ALLIANCE (BWA)**

405 North Washington Street, Falls Church, Virginia, 22046, USA

## **Baptist World Alliance**

### **JOB SPECIFICATION**

for

### **OFFICE ADMINISTRATIVE ASSISTANT**

## **JOB DESCRIPTION**

The Baptist World Alliance (BWA) Office Administrative Assistant provides leadership in the areas of front desk receptionist and administrative assistance in order to fulfill the mission of the BWA, “networking the Baptist family to impact the world for Christ.”

The BWA Office Administrative Assistant focuses on cultivating generous hospitality and prompt response to a diverse and international audience that includes denominational leaders, church leaders and the broader public, and to do so in a manner consistent with a ministerial heart. The Office Administrative Assistant provides administrative support to the BWA team, and in particular to the BWA Executive Office.

This position is classified as administrative and reports to the BWA Director of Global Partnerships and Unity. It also works closely with the BWA General Secretary.

## **MAIN DUTIES AND RESPONSIBILITIES**

### 1. Front Desk Receptionist

- Cultivate a spirit of generous hospitality and relational connectivity in all interactions
- Receive and welcome BWA visitors, guests and delivery persons
- Answer telephone and transfer calls/messages
- Process all incoming and outgoing mail
- Respond to specific and general office emails
- Assist with overall communication between the BWA and the public and within the daily activities of the BWA team
- Facilitate care, recognition and celebration of BWA team members through initiatives such as prayer and birthday remembrances

### 2. Office Services Support

- Cultivate a spirit of care and pastoral support within the BWA team
- Help with overall BWA team communication and awareness through maintaining the BWA team calendar and other communication vehicles
- Assist in weekly worship by maintaining the schedule for team worship and setting up Zoom access for remote participants
- Receive and record daily all cash and check donations received by the BWA in cooperation with the BWA Finance Division
- Assist with donor acknowledgement, correspondence and engagement in cooperation with the BWA Finance Division
- Supply administrative support for meetings, conferences, and other events organized by the BWA
- Actively maintain the BWA database such as receiving and processing information accurately, updating changes of address, and ensuring individual records are appropriately tagged (such as committee and commission members)

- Collaborate in the production of the BWA Yearbook and other similar endeavors
- Assist in the maintenance of the Media Graphics Library in cooperation with Communications and Media

### 3. Administrative Assistance

- Cultivate a spirit of community and response with and within the Executive Office
- Provide administrative support to the General Secretary and the Director of Global Partnerships and Unity
- Lead in scheduling and correspondence assistance
- Assist in the development of agendas and follow-up actions
- Assist in daily operations, duties and filing
- Provide additional administrative assistance to the overall BWA team as time allows

### 4. Additional Responsibilities

- Personally participate and on occasion lead in weekly team worship
- Travel on occasion (infrequent) to provide office and administrative assistance
- Other duties as assigned

<b>REQUIRED COMPETENCIES</b>
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- Christian maturity and commitment to personal spiritual growth
- Demonstrated commitment to a local church, Baptist church preferred
- Sensitivity and understanding of Christian theology in general and the Baptist distinctive in particular
- Knowledge of the history, programs and practices of the BWA
- Honest, discreet and confidential
- Superior organizational skills
- Proven ability to multitask and attentiveness to detail
- Good interpersonal skills, including giftedness for cross-cultural relationships with an ability to build and maintain relationships
- Strong commitment to working collaboratively
- Ability to work on own initiative and as a team member
- Ability to work quickly, responsively and graciously
- Excellent communications skills
- Excellent command of the English language, the official working language of the BWA
- Competence in the use of computer and mobile technology
- Ability to engage in infrequent international travel
- Knowledge of a second language a plus

The Office Administrative Assistant usually has at least an undergraduate degree and two years of proven experience.

February 26, 2020