

## Position: Español Campus Assistant

Reports to: Español Campus Pastor

Job Location: Español Campus

Position Type: Part-Time, non-exempt

Summary of Position: The Español Campus Assistant will be responsible for performing the tasks and functions pertinent to the ministry office on a day-to-day basis. In addition, this person will also dedicate himself or herself to Christian service.

### 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 join in membership as an individual/family and make Biltmore Church your home church. Active involvement in a weekly Connect Group with Biltmore Church is expected.
- Demonstrates initiative with an ability to work effectively apart from close supervision
- Proactive communicator who initiates mission-critical details inside and outside of weekly team huddles
- Excellent keyboarding & computer skills with proficiency in Microsoft Office & other Programs / Apps, e.g., Planning Center
- Proficient in both written and verbal communication in English and Spanish
- An eye for excellence with a demonstrated ability to improve upon systems and procedures
- Highly organized, team-player, fast learner, committed to excellence

### Essential Responsibilities

- Receive calls, manage the calendar, schedule meetings, and greet visitors
- Works closely with the Campus Pastor and team to ensure that annual goals and action plans are kept current throughout the year
- Works closely with and help oversee our Campus Welcome Team through attending Welcome Team meetings, weekly volunteers scheduling, encouragement, and equipping
- Maintain Español Campus budget.
- Coordinate church database for connect groups, events, and volunteers for the Español Campus
- Assist Campus Pastor with coordinating and set up of campus gatherings (e.g. Sunday mornings, Wednesday activities in spring and fall, starting point, special events, etc.)
- Assist Campus Pastor and team in coordinating facility usage, accounting needs, and communication requests to appropriate Central Support Ministries.
- Sunday morning & Wednesday evening responsibilities as assigned by Campus Pastor