

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