GBA Administrative Assistant

Position Opening | January 1, 2027

Job Description:

We are seeking a **dependable, organized, and ministry-minded team player** committed to serving pastors and strengthening local churches through Grayson Baptist Association. The ideal candidate will demonstrate strong administrative and communication skills, sound judgment, creativity, attention to detail, and the ability to effectively coordinate association operations and ministry resources.

Job Responsibilities

Office Administration & Church Support

- Maintain regular office operations, scheduling, correspondence, records, supplies, equipment, and facility needs while providing a welcoming environment for pastors, churches, and visitors.
- Respond professionally to calls, emails, facility inquiries, and requests for church resources; assist the Associational Mission Strategist (AMS) and BSM Director.

Church Communications, Media & Promotion

- Prepare and distribute the GBA newsletter, church announcements, email communications, event promotions, and printed materials.
- Maintain website and social media content, create graphics and flyers, and keep church and pastor contact lists current.

Financial Administration & Reporting Coordination

- Assist the AMS and Treasurer with budget worksheets, bank deposits/intake records, financial planning, contribution records, expense documentation, and reporting.
- Coordinate records and monthly reports with outsourced financial services; maintain organized files and flag discrepancies for leadership review.

Lake Property & Ministry Resource Coordination

- Manage GBA lake property and dormitory inquiries, reservations, calendars, guest communications, invoices, and deposit records with the camp host.
- Maintain information and scheduling records for shared ministry resources, including the evangelism trailer.
- Coordinate counseling center inquiries, assist prospective clients with scheduling appointments, and facilitate communication between clients and counselors while maintaining confidentiality.

Association Meetings, Events & Records

- Prepare agendas, meeting packets, minutes, reports, and follow-up materials for Leadership Team and Executive Board meetings.
- Coordinate and support all associational meetings, ministry gatherings, special events, and administrative activities, including scheduling, planning, logistics, preparation, and recordkeeping.

Qualifications

A High school diploma or equivalent required. Strong organizational, interpersonal, and written communication skills; proficiency with Microsoft Office or comparable office tools; familiarity with spreadsheets, financial systems such as QuickBooks, digital design, social media, and website platforms (or willingness to learn). Applicants should demonstrate active involvement in a local church, confidentiality, initiative, and alignment with GBA's mission and core values.

Schedule & Position Expectations

Part Time: 25 hours/week, year-round	**Reports to: GBA Mission Strategist & Leadership Team**
Compensation: Starting at $25,000 annually, commensurate with qualifications and experience.	**Ministry: Grayson Baptist Association**
Schedule: Monday – Thursday; event flexibility	**Status: Proposed 2027 position**