BSM Administrative Assistant

Position Opening | January 1, 2027

Job Description:

We are seeking a dependable, organized, and ministry-minded individual who is passionate about advancing the mission of collegiate ministry. The ideal candidate will demonstrate a commitment to Christian service, strong administrative and communication skills, excellent interpersonal skills, and the ability to effectively coordinate ministry operations.

Job Responsibilities

Office Administration & Hospitality

- Manage daily office operations, facility preparation, scheduling, correspondence, recordkeeping, and general administrative needs.
- Provide professional, courteous, and responsive service to students, college personnel, association Churches, ministry partners, and visitors.
- Maintain an organized, professional, and hospitable ministry environment that reflects the mission and values of the BSM and GBA.

Meals & Ministry Coordination

- Coordinate and support all BSM meal ministries, including weekly Bible study lunches, Wednesday Free Lunch, Thursday evening gatherings, and other ministry-related meals and special events.
- Manage meal scheduling, church and volunteer participation, food preparation, purchasing, setup, serving, cleanup, and other logistical needs associated with ministry and event needs.
- Oversee kitchen operations, supplies, equipment, cleanliness, and responsible stewardship of resources.

Communications, Media & Promotion

- Manage BSM office communications, including phone, email, text messaging, social media, website content, and other communication platforms.
- Develop and distribute ministry announcements, promotional materials, graphics, and other communications supporting ministry initiatives under direction of BSM Director.
- Prepare and operate audiovisual equipment, presentation software, and technology for ministry gatherings and events.

Ministry Administration & Event Support

- Coordinate administrative and logistical needs for BSM programs, events, special projects, and ministry initiatives.
- Oversee facility organization, cleanliness, maintenance needs, and coordination with custodial personnel and service providers.
- Manage ministry supplies, inventory, equipment, and purchasing within established budget guidelines.
- Collaborate with BSM and Grayson Baptist Association leadership, staff, churches, and ministry partners to support ministry priorities and organizational needs.

Qualifications

A High School diploma or equivalent required. Strong organizational, interpersonal, and communication skills, with proficiency in Microsoft Office and familiarity with digital tools such as Canva, social media, and communication platforms . Applicants must demonstrate active involvement in a local church, and alignment with the mission and values of Baptist Student Ministry.

Schedule & Position Expectations

Part Time: 25 hours/week (academic year)	**Reports to: BSM Director & GBA Mission Strategist**
Salary Range: $10,000–$13,000 based on qualifications	**Ministry: Grayson College BSM**
Budgeted: 35 weeks / 875 hours	**Status: Proposed 2027 position**