

Executive Assistant

About Bethel

Since 1954 Bethel Bible Village has provided safe, nurturing, and Christ-centered homes for children of families facing adversity. Bethel Christian Academy (BCA) is a small, private Christian college preparatory school, which provides a smaller classroom environment for students who have fallen behind and may need smaller classes. We serve 7 – 12 grade students who live at Bethel Bible Village as well as day students who live in the community.

Position

Bethel Bible Village has a new opportunity for an experienced Executive Assistant. This role provides high-level administrative support to the ministry, President/CEO, Board of Directors, and other staff with major functions including organization, correspondence, and other operational duties within the office. Also serves as our volunteer coordinator.

Qualifications:

- Spiritual: Living a vibrant Christian faith and active in a local Bible-believing church.
- Education: Related bachelor's degree.
- Specific Skills: 2-4 years working in an administrative role. Excellent written and verbal communication skills. Excellent interpersonal skills and ability to maintain confidentiality. Strict attention to detail and strong data entry skills. Ability to multi-task and meet strict deadlines. Ability to work independently or as a team. Ability to coordinate with multiple teams.
- License: Must have a valid driver's license.
- Other Requirements: Applicant must be lawfully authorized to work in the U.S., and successfully pass a background check, drug screen, and physical. Knowledge of administrative procedures and proficiency with Microsoft Office Suite, including Word, Excel, and PowerPoint. Able to lift to 25 lbs.

To see the FULL JOB DESCRIPTION, click [here](#). We also ask that you *read* over our [Doctrinal Statement](#) & [Employee Covenant](#) before applying.

Click below to apply and please upload your cover letter and resume with the application.