

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P: 248-879-8533

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Position Title:	Administrative Assistant
Department:	Safety & Security (Central)
Campus:	Troy
Date:	May 2021
Supervisor:	Central Director, Safety
FSLA Status:	Non-Exempt

Position Profile:

Serve as administrative assistant to the Director of Safety and assists in the programs of ministry to Woodside Bible Church.

Skill Set:

- Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects
- Extensive knowledge in the use of office equipment and of general office practices and procedures
- Working experience performing clerical/secretarial work
- Has proficiency in Microsoft Word, Excel, Publisher, and Power Point
- Minimum requirement in typing skills/keyboard
- Maintains confidentiality with respect to records, conversations, and ministerial counseling
- Ability to relate to and work with Pastor/Director
- Ability to relate to the general church family with a servant spirit
- Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems
- Skilled in oral and written communication

Competencies:

- Patience
- Resolving conflict
- Displaying technical expertise
- Working safely
- Serving others
- Integrity/ethics
- Interpersonal skills
- Delivering high quality work
- Accepting direction
- Teamwork
- Prioritizing and organizing work

Experience Qualifications:

- Minimum of a high school diploma or equivalent
- Some prior office experience desired

Duties and Responsibilities:

- Assists in Processing Child Protection Program, Safety and Driver Applications.
- Assists with recertification of approved Child Protection Program workers.
- Assists with other administrative tasks as assigned by the Director of Safety.
- Assists in maintaining all office files related to background investigations.
- Helps with special events when requested.
- Perform other duties as assigned by the department leader.

Spiritual Responsibilities:

- Ensure that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach).
- Incumbent adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Incumbent is a member in good standing, participates in praying, giving, serving, worshiping and attends special events as an active member of the church.

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

