

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Administrative Assistant
Department:	Adult Ministries
Campus:	Troy
Date:	July 2021
Supervisor:	Adult Ministries and Spiritual Formation Pastor
FSLA Status:	Non-Exempt

Position Profile:

Provides administrative and clerical support for Adult Ministries through the direction of the Adult Ministries and Spiritual Formation Pastor.

Skill Set:

The Adult Ministries Administrative Assistant should have strong interpersonal/public relation skills, a personable demeanor, and an engaging personality. They must be detail oriented, meticulous in record keeping, and diligent in following up with unresolved matters. The Administrative Assistant should be self-motivated and systematic, working well corporately and independently. They will need the capacity to communicate needs, priorities, value, and gratitude effectively and regularly to several distinct groups of church leaders and volunteers. The Administrative Assistant should have the ability to manage projects and multi-task, as well as assist, direct and coordinate others.

Competencies:

- Accepting Direction
- Congregational Gift Empowerment
- Delivering High Quality Work
- Evaluating and Implementing Ideas
- Integrity/Ethics
- Interpersonal Skills
- Multiplication
- Prioritizing and Organizing Work
- Serving Others
- Teamwork
- Up/In/Out Rhythms
- Using Computers and Technology

Experience Qualifications:

- Minimum of three (3) years' experience in an administrative role
- Demonstrated knowledge of Microsoft Office Suite (Word, Excel, Power-point, Publisher, Outlook) and social media
- High School Diploma required. Associates degree preferred
- Ability and willingness to learn new technologies and determine if those technologies can be utilized to further Woodside goals.

Duties and Responsibilities:

- Assists the Adult Ministries and Spiritual Formation Pastor in effectively carrying out the administrative and clerical needs of Adult Ministries, as well as assisting the directors of Life Groups, and Men's and Women's Ministries.
- Oversees and coordinates registration for adult classes, events, retreats, seminars, trips, etc.

- Communications:
 - Maintains and updates information for Adult Ministries including web information, newspaper, e-bulletin, social media, and promotion
 - Manages communication of Adult Ministries through email, the Communications Department, database, letters, phone calls, appointments, walk-ins, etc.
- Clerical duties:
 - Maintains and collect expenditures for reimbursement
 - Evaluates and maintains budgets, purchasing curriculum, organizing room/event setup with facilities, short/long term projects
 - Builds out systems to maintain and update metrics and ministry procedures
 - Assists the Life Groups Director and Women’s Ministry Director with the development of ministry materials and platforms
 - Provides copies and materials for promotions/classes
 - Assists with design/execution of promotional events/tables
 - Schedules appointments
 - Proofreads ministry documentation
 - Coordinates travel and conference meetings
 - Maintains and updates office files

Spiritual Responsibilities:

- Ensures 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, Troy campus.

Additional notes:

Occasional weekends, Wednesday evenings and/or events may need additional administrative support.

Disclaimers:

The duties/responsibilities above are primary – not exhaustive. Other duties may be added or changed, as required. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

