

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Campus Administrative Assistant
Department:	Campus Administration
Campus:	Chesterfield
Date:	September 2021
Supervisor:	Campus Pastor
FSLA Status:	Non-Exempt

Position Profile:

The primary responsibility of the Campus Administrative Assistant is to provide administrative support to the Campus Pastor with primary focus on campus related activities and secondarily for any other related activities.

Skill Set:

Excellent organizational/secretarial skills, people skills, strong computer skills, working knowledge of MS Office and other specialized church management software as needed. Adept at administrative multi-tasking, proficiency in use of all campus office equipment/machines, must be detail oriented and have a pleasant phone demeanor.

Competencies:

- Accepting Responsibility
- Adaptability/Flexibility
- Attention to Detail
- Following Policies and Procedures
- Integrity/Ethics
- Interacting with People at Different Levels
- Interpersonal Skills
- Maintaining Objectivity
- Organizational Savvy
- Problem Solving and Analysis
- Project Management
- Serving Others
- Teamwork
- Using Computers and Technology
- Written and Verbal Communication

Experience Qualifications:

- Minimum of two (2) years administrative experience
- Types 55 words per minute
- Demonstrates initiative with high degree of integrity and strong work ethic
- Exhibits adaptability to a changing environment and is a team player
- Efficiency focused
- Exhibits spiritual gifts of Administration and Serving

Duties and Responsibilities:

- Assists Campus Pastor with administrative duties as needed including scheduling appointments
- Keeps the Campus Pastor and campus calendars up to date
- Answers phones, handles and distributes all general and interoffice mail
- Updates the Sunday and E-Bulletins with all current campus ministry information
- Manages all Life Group administrative responsibilities
- Participates in staff meetings
- Manages the Ministry Platform database with all campus attendance, membership, baptismal, marriages, births, deaths, ministry activities, rosters for groups and personal information changes
- Creates any documents needed for publication as needed by staff or ministry
- Manages all office supply needs and machine and equipment maintenance
- Maintains the Campus prayer needs email list, attends all required training
- Assists with planning/coordination special events and banquets on campus
- Maintains/updates any signage for rooms/events

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).
- Adheres to the Statement of Faith as established and approved by Woodside Bible Church.
- Is committed to being a faithful member in good standing and involved in all five commitments within Woodside Bible Church; Worship, Give, Serve, Word/Prayer and Groups

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

