

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P: 248-879-8533

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Position Title:	Administrative Assistant
Department:	Stewardship
Campus:	Central
Date:	November 2021
Supervisor:	Executive Director, Stewardship
FSLA Status:	Non-Exempt

Position Profile:

The Stewardship Administrative Assistant is responsible for coordination of administrative activities in support of Central Stewardship. Administrative responsibilities include assisting the Executive Pastor of Stewardship and the department. Key areas of function are in providing administrative and clerical support for Central Stewardship.

Skill Set:

The Stewardship Administrative Assistant must be detail-oriented, meticulous in record keeping, and diligent in following up with unresolved matters. They must be energized by repetitive administrative duties and checking off checklists, knowing that this is a key aspect in keeping the department healthy. The Administrative Assistant should be self-motivated and systematic, working well corporately and independently. They will be careful to maintain confidentiality with respect to records, conversations, and sensitive information. They should be kind, have a good attitude when serving others, and have a strong degree of common sense.

Competencies:

- Accepting Direction
- Attention to Detail
- Communicating Effectively
- Delivering High Quality Work
- Establishing Relationships
- Integrity/Ethics
- Interpersonal Skills
- Prioritizing and Organizing Work
- Serving Others
- Supporting Organizational Goals
- Teamwork
- Using Computers and

Experience Qualifications:

- Demonstrated knowledge of Microsoft Office Suite (Word, Excel, Power-point, Outlook) and basic computer and internet capability
- Bachelor's degree preferred but negotiable
- Learns and picks up new skills quickly

Duties and Responsibilities:

- Completes tasks and projects as assigned by others in the Stewardship department
- Navigates and updates Woodside's database (MP)

- Assists Executive Pastor of Stewardship and other staff in maximizing information flow while minimizing time spent
- Schedules appointments and arranges meetings/conferences for Executive Pastor of Stewardship and other relevant staff; makes travel arrangements, preparing invoices, payments, and reimbursement forms
- Performs office administrative activities such as organization, maintaining confidential and administrative files, and purchasing related equipment for Central Stewardship
- Creates meeting environments and any necessary materials/resources that demonstrate hospitality and professionalism for all Central Stewardship meetings
- Reads, sorts, and occasionally replies to emails for Executive Pastor of Stewardship
- Prepares and submits expense reports and mileage reports for Central Stewardship
- Maintains, updates, and adjusts the Executive Pastor of Stewardship’s calendar daily
- Supports and assists in pre-event details and logistics as assigned
- Prepares facility requests, hosts, and purchases food and/or supplies for various meetings and 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)
- 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 at the Troy campus

Additional notes:

This role is a 29 hour/week position and upon discussion, has the potential to be flexible with hours.

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	

