

# JOB DESCRIPTION

**WOODSIDE BIBLE CHURCH**

6600 ROCHESTER ROAD TROY, MI 48085

P: 248-879-8533

F: 248-879-8572

<b>Position Title:</b>	Administrative Assistant
<b>Department:</b>	Kids Ministries
<b>Campus:</b>	Farmington Hills
<b>Date:</b>	January 2022
<b>Supervisor:</b>	Director of Family Ministries
<b>FSLA Status:</b>	Non-Exempt

## Position Profile:

The Administrative Assistant for Kids Ministries at the Farmington Hills campus provides administrative and clerical support for the Kids Ministries departments, through the direction of the Director of Family Ministries and the respective Kids & Students Ministries Directors.

## Skill Set:

The Administrative Assistant must have a personable demeanor and engaging personality. They should detail oriented and meticulous in record keeping. They must be diligent in following up with unresolved matters, without having to be told what or how to accomplish the task. The Administrative Assistant must be self-motivated, and systematic, working well corporately and independently. They should have the capacity to communicate needs, priorities, value and gratitude effectively and regularly to several distinct groups of church leaders and volunteers. They should be analytical, creative and a problem solver, with the ability to manage projects well, proactively planning for ministry needs.

## Competencies:

- Accepting Responsibility
- Adaptability/Flexibility
- Following Policies and Procedures
- Integrity/Ethics
- Interacting with People at Different Levels
- Interpersonal Skills
- Maintaining Objectivity
- Problem Solving and Analysis
- Project Management
- Serving Others
- Teaching
- Teamwork
- Using Computers and Technology

## Experience Qualifications:

- Demonstrated knowledge of Microsoft Office Suite and social media
- High school diploma required. Associates degree preferred

## Duties and Responsibilities:

### Kids Ministry (75%)

- Assists the Kids Directors in effectively carrying out the administrative and clerical needs for Kids Ministries
- Oversees and coordinates registration for events, retreats, classes, trips, etc. for the Kids Ministries departments
- Develops, maintains and updates Communication plans for promotional needs, parent resourcing, leader development, and event details, using web, emails, social media, video, letters, phone calls, etc.
- Develops, maintains, and updates Communication plans for engagement with guests and attendees for all programs
- Schedules weekly volunteers and communicates with them the details needed for Sunday morning Kids Ministry

**Clerical Duties:**

- Builds out system to maintain and update metrics and ministry procedures for both ministry areas
- Manages database entries, check in suite, and other items related to database information
- Assists the directors and respective coordinators with the development of ministry materials and platforms
- Copies materials for classes, events, and retreats
- Organizes and maintains ministry areas
- Schedules appointments as directed by Kids and Student Ministries directors
- Proofreads mass communication from directors

**Campus Support (25%)**

- Provides social media support for the campus as directed by the Campus Pastor and/or Associate Pastor
- Provides other campus support as directed by the Campus Pastor
- Attends weekly Campus Staff Meeting
- Prays on-campus for 30 minutes weekly

**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 Farmington Hills campus

**Additional Notes:**

Occasional weekend, evenings, and/or events may need additional administrative support. The clear delineation of ministry responsibilities will be discussed as needed.

**Disclaimers:**

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

<b>PROPOSED   REVIEWED BY</b>		<b>DATE</b>	
<b>APPROVED BY</b>		<b>DATE</b>	

