

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

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Position Title:	Campus Administrative Assistant
Department:	Campus Administration
Campus:	Plymouth
Date:	February 2022
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 a primary focus on Plymouth campus related activities, and secondarily for any other related activities.

Skill Set:

- Excellent administrative and strong people skills, with a pleasant phone demeanor
- Strong computer skills with working knowledge of MS Office and other specialized church management software
- Willingness and ability to learn new software programs as needed
- Adept at administrative multi-tasking
- Proficiency in use of all campus office equipment/machines

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
- Efficiency focused
- Exhibits spiritual gifts of Administration and Serving

Duties and Responsibilities:

- Provides administrative assistance to the Campus Pastor
- Keeps the campus calendar up to date to be sure all programming is listed properly
- Answers phones, handles and distributes all general and interoffice mail
- Creates any documents needed for publication as needed by staff or ministry
- Manages all office supply needs as well as machine and equipment maintenance
- Oversees and updates campus social media pages (Facebook, Instagram) in conjunction with Communication calendars and guidelines

- Assists with planning and coordination of special events or banquets on the campus
- Maintains and updates any signage for rooms or events
- Maintains the campus prayer needs email list
- Updates Sunday bulletin with all current campus ministry information
- Manages campus database and recording of metrics, coordinating with Central as needed
- Manages assimilation process of potential new church members
- Attends all required training
- Coordinates with Finance Team, as needed
- Maintains campus website by coordinating with Communications and Technology teams
- Participates in weekly Plymouth campus staff meetings
- Attends monthly All-Staff meetings at the Troy campus, as well as Campus Administrative Assistant meetings, as scheduled

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplish 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	

