

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH
6600 ROCHESTER ROAD TROY, MI 48085
P: 248-879-8533
F: 248-879-8572

Position Title:	Campus Administrative Assistant
Department:	Campus Administration
Campus:	Detroit
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 primary focus on campus related activities and secondarily for any other related activities.

Skill Set:

- Excellent secretarial and strong people skills, with a pleasant phone demeanor
- Strong computer skills with working knowledge of MS Office and other specialized church management software
- 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 a high school diploma. Some college preparatory work desired
- Minimum of two (2) years administrative experience
- Types 55 words per minute
- 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 of special events and banquets on campus
- Maintains and 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	

