

# JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48065

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<b>Position Title:</b>	Campus Ministries Administrative Assistant
<b>Department:</b>	Campus Administration
<b>Campus:</b>	Lake Orion
<b>Date:</b>	May 2022
<b>Supervisor:</b>	Executive Pastor of Campus Ministries
<b>FSLA Status:</b>	Non-Exempt

## Position Profile:

The role of the Campus Ministries Administrative Assistant is to provide administrative and clerical support for the Campus Ministries departments through the direction of the Executive Pastor of Campus Ministries and the respective Ministry Directors.

## Skill Set:

The person in this role must have strong public relation skills, a personable demeanor, and an engaging personality. They should be detail oriented, meticulous in record keeping, diligent in following up with unresolved matters without having to be told what or how to accomplish the task; analytical, creative, and a problem solver, with the ability to manage projects well. They must be self-motivated, systematic, and work well corporately or independently. Capacity to effectively and regularly communicate needs, priorities, value and gratitude to several distinct groups of church leaders and volunteers is expected. They should have the ability to proactively plan for ministry needs, the flexibility to shift between two ministry areas, with the ability to assist, direct and coordinate others.

## Competencies:

- Accepting Direction
- Critical Thinking
- Delivering High Quality Work
- Integrity/Ethics
- Interpersonal Skills
- Prioritizing and Organizing Work
- Serving Others
- Teamwork
- Using Computers and Technology
- Written & Verbal Communication

## Experience Qualifications:

- Minimum of 2 year(s) experience in an administrative role
- Demonstrated knowledge of Microsoft Office Suite and social media platforms
- High school diploma required. Associates degree preferred

## Duties and Responsibilities:

- Assists the Ministry Directors in effectively carrying out administrative and clerical needs for their respective areas
- Oversees and coordinates registration for events, retreats, classes, trips, etc. for the various departments
- Develops, maintains, and updates communication plans for promotional needs/parent resourcing/leader development, and event details for both ministries 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
- Assists the Campus Administrative Assistant with various all-campus tasks as they arise

**Clerical Duties:**

- Maintains and improves current system of metrics and ministry procedures for ministry areas
- Manages database entries, check in suite, and other items related to database information
- Assists the directors with the development of ministry materials and platforms
- Copies print materials for classes, events, and retreats
- Organizes and maintains ministry areas as needed
- Coordinates schedules and appointments as needed by Ministry Directors
- Proofreads mass communication from directors

**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

**Additional Notes:**

Occasional weekend, Wednesday 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.

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

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