

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P: 248-879-8533

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Position Title:	Campus Administrative Assistant
Department:	Campus Administration
Campus:	Lapeer
Date:	June 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. This role often serves as the "first look" experience for visitors and current attendees, thus the candidate would need to have a professional and caring demeanor.

Skill Set:

- Experience performing clerical/secretarial work
- Proficiency in Microsoft Word, Excel, Publisher, and Power Point
- Minimum requirement in typing skills/keyboard
- Maintains confidentiality with respect to records, conversations, and ministerial counseling
- Ability to relate to and work with Campus Pastor and campus ministry team
- Ability to relate to the general church family with a servant spirit
- Ability to work independently and exercise judgment in order to analyze and investigate a variety of questions or problems

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
- 2-3 years prior administrative experience desired

Duties and Responsibilities:

- Provides administrative assistance to Campus Pastor
- Attends biweekly Lapeer campus staff meetings and monthly All-Campus meetings at Troy campus
- Manages correspondence and other administrative tasks as assigned
- Assists in maintaining all office files
- Schedules appointments
- Drafts bulletin information

- Manages campus database and recording metrics
- Designs campus promo pieces
- Updates website and social media communication
- Keeps Master Calendar for campus (and Campus Pastor) to be sure all programming is listed properly
- Works with custodial team and other volunteer ministry teams to make sure supplies are ordered
- Works with contractors to get estimates and coordinates visits to the building
- Coordinates Next Steps membership class, preparing materials, communicating with attendees, etc.
- Coordinates funeral planning, offering support and technical needs
- Performs duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of Woodside Bible Church (Colossians 3:23-24)
- Performs other duties as assigned

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
- Committed to being a faithful member in good standing of Woodside Bible Church. Actively engaged in Life Groups, attending (Lapeer campus), worshipping, giving, serving, and praying for the church body

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	

