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| **Position Title:**  | Next Steps Administrative Assistant |
| **Department:**  | Next Steps Ministry |
| **Campus**:  | Troy  |
| **Date**:  | June 2022  |
| **Supervisor:**  | Assimilation and Outreach Pastor  |
| **FSLA Status:**  | Non-Exempt  |

**Position** **Profile:**

The Next Steps Administrative Assistant provides administrative and clerical support for the Next Steps Ministries, including Connect, baptisms, and Next Steps Pathway.

**Skill Set**:

Detail-oriented and meticulous in record keeping. Diligent in following up with unresolved matters. Self-motivated; systematic; works well corporately and independently. Capacity to communicate needs, priorities, values, and gratitude effectively and regularly to several distinct groups of church leaders and volunteers. Ability to manage projects and multi-task. Able to assist, direct and coordinate others.

**Competencies**:

* Integrity/Ethics
* Interacting with People of Different Levels
* Interpersonal Skills
* Maintaining Objectivity
* Problem Solving and Analysis
* Project Management
* Serving Others
* Teamwork
* Accepting Responsibility
* Adaptability/Flexibility
* Communicating Effectively
* Congregational Gift Empowerment
* Establishing Relationships
* Following Policies and Procedures
* Hospitality
* Know Your Sheep
* Using Computers and Technology

**Experience** **Qualifications:**

* High school diploma required. Associates degree preferred
* Knowledge of Microsoft Office Suite (Word, Excel, Power-Point, Publisher, Outlook)

**Duties and** **Responsibilities**:

 **Next Steps General:**

* Prepares materials, supports regularly occurring baptisms, and Next Step Pathway classes
* Provides administrative and clerical support to Next Steps Ministry including scheduling appointments, fielding phone calls, compiling metrics, and research regarding assimilation
* Oversees registration and promotions for the Next Steps Ministry
* Assists in managing and onboarding volunteers to serve within the Next Steps Ministry
* Works alongside team to execute “day of” logistics for baptisms and new member recognition (quarterly)
* Assists the Assimilation and Outreach Pastor and team with administrative tasks and follow up

**Next Steps Pathway:**

* Coordinates and directs hosts, kitchen services, child-care workers, elders/deacons/deaconesses, and custodial staff for monthly Next Step Pathway – Personal attendance and assistance is required on weekends
* Oversees registration, communication with attendees, and promotion for the Next Steps Pathway
* Prepares materials for Troy Next Steps Pathway including room set-up and tear-down
* Assists in check-in and registration of walk-ins at the Next Steps Pathway
* Utilizes and maintains a “NSP Dashboard” to maintain and measure metrics within Next Steps Pathway, such as (1) the number of those completing the class, (2) becoming members (each service), (3) joining a team, (4) joining a life group
* Works alongside the Assimilation and Outreach Pastor to coordinate and execute all events designed to help guests and new members assimilate into church life
* Regularly schedules Next Steps Pathway teachers for both online and in-person classes
* Assists in all leadership and administrative aspects of the Connect ministry at Woodside Bible Church
* Provides Next Steps Pathway teacher with attendee profiles for in-person and online classes

**Connect:**

* Administratively supports the volunteer team by connecting, scheduling, and providing care
* Assists in setup and tear down for Sunday morning services
* Handles any necessary administration that comes from weekend services (Connect desk, cards, metrics, etc.)
* Personally, demonstrates a passion to reach and connect visitors and marginal attendees into the church family
* Assists with follow-up for first- and second-time visitors, as well as Communication cards, and growth method
* Assists in planning and executing volunteer appreciation events throughout the year

**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:**

The duties and responsibilities above should be considered primary and not exhaustive.

**Disclaimers**:

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

