

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48066

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Position Title:	Campus Administrative Assistant
Department:	Administration
Campus:	Royal Oak
Date:	July 2022
Supervisor:	Executive Pastor
FLSA Status:	Non-Exempt

Position profile:

The primary responsibility of the Campus Administrative Assistant is to provide administrative, clerical, and event logistics support for the campus with a focus on campus needs and activities.

Skill Set:

The Campus Administrative Assistant exhibits organizational/secretarial skills, good people skills, event management, and strong computer skills (proficient in MS Office applications, social media platforms, and other specialized church management software as needed). The Campus Administrative Assistant must be adept at administrative multi-tasking, proficient in use of all campus office equipment/machines, detail-oriented, and have a pleasant demeanor on the phone and face-to-face. The Campus Administrative Assistant will establish and maintain good relationships with vendors and volunteers. The Campus Administrative Assistant will be responsible for collaborating with other ministry team members in the planning of a wide variety of complex events in detail.

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 2-3 years prior administrative, volunteer management, or event logistics experience desired
- Demonstrates initiative with high degree of integrity, creativity, organizational skills, and a strong work ethic
- Exhibits adaptability to an ever-changing environment and is a team player

Duties and Responsibilities:

- Collaborates with leadership in planning, coordinating, and executing of campus events and activities (Life Groups, Bible Studies, Students, Kids, Adults, Worship)
 - Plans and executes logistics (setup and tear downs) of events for all Adult Ministries
 - Assists with Worship Arts data entry and graphics development for Sundays using desktop publishing tools (Canva, Photoshop, Premiere, Brandfolder, ProPresenter, Meta, etc.)

- Assists with the planning and coordination of Student Ministry events and volunteers
- Assists with the planning and execution of Kids Ministry with special attention to scheduling volunteers, curriculum dissemination and maintenance of classroom supplies
- Overall keeper of the church calendar and events
- Assists campus ministry staff with the execution of administrative tasks and projects, including data entry, cold calling, electronic and physical mailings, worship media, and other administrative functions
- Supports campus data administration activities, including data entry, responding to emails, answering phone calls, maintaining office supplies, and working with vendors or contractors
- Drives assigned projects and duties from inception to completion with little guidance
- Recruits and manages volunteers for church activities and events
- Communicates proactively with Woodside Central to be in the know about all processes, systems, events, and other things pertaining to the Woodside church family; aptly relays all such information to the Woodside staff in Royal Oak
- Job duties include working some evenings and weekends, according to the church needs

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplish and further the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Exhibits spiritual gifts of administration and serving. The Campus Administrative Assistant is one of the representatives of the church, constantly coordinating with pastors, volunteers, elders, deacons, staff members, and the general church body. As such, candidate must do their job with integrity, upholding Woodside’s biblical teaching in life and work
- Helps maintain a collaborative, peaceful environment in the office amongst all staff members
- 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 (Royal Oak campus), worshiping, 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	

