

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P: 248-879-8533

F: 248-879-8572

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

Position Profile:

The Outreach Administrative Assistant provides administrative, clerical, and organizational support for the Outreach and Connect areas of Woodside Bible Church, Troy Campus.

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 volunteers and people outside of the church. Ability to manage projects and multi-task. Able to assist, direct and coordinate others.

Competencies:

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

Connect:

- Handles any necessary outreach communication that comes from weekend services (Connect Desk, cards, etc.)
- Personally, demonstrates a passion to reach and connect non-church goers into the church family
- Assists in setup of lobby when we have serve opportunities present (Back to School, Thanksgiving Day Boxes, Operation Christmas Child, etc.)

Outreach:

- Assists in planning and executing seasonal serving opportunities (Spring Serve, Summer Serve, Nativity, etc.)

- Facilitates communication plans across Ministry Platform for serving opportunities
- Supports the Assimilation and Outreach Pastor in efforts to establish partnerships with city leaders and ministry partners by scheduling appointments, responding to emails and phone calls
- Compiles data from outreach and serve events
- Ensures Outreach Ministry dashboards are regularly updated
- Supports the Assimilation and Outreach Pastor in recruitment and training of volunteers
- Provides event support for Outreach Team gatherings and training events
- Obtains input, feedback, and direction from the Assimilation and Outreach Pastor on campus opportunities and initiatives
- Provides administrative and clerical support regarding assimilation and outreach
- Works alongside the Assimilation and Outreach Pastor to coordinate and execute all events designed to help non-church goers and guests assimilate into church life
- Assists in follow up of outreach event attendees via, email, call and text
- 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

Staff Core Values:

Agree to be in alignment and uphold the core values established for all of Woodside’s staff members:

- **Committed:** We model faithfulness to our church family through commitment to worship gatherings, Life Groups, serving, giving, and evangelism
- **Collaborative:** As one church family across many communities, we prioritize collaboration over speed and value the success of other campuses and teams as much as our own
- **Generous:** As a reflection of the generous nature of God, we live generously with our time, talent, and treasure
- **Gracious:** We know that no one is perfect (including us), so we give the same grace we’ve received to the people we work for and with
- **Positive:** In light of all God’s done for us, we choose gratitude and assume the best of others, creating an uplifting place to serve
- **Productive:** Seen or unseen, we do great work with a heart of worship

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.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	