

Campus Ministry Assistant Job Description

Category: Campus Staff

Purpose of the job: The primary responsibility of the Campus Ministry Assistant is to serve visitors and guests at Northview Church by greeting, welcoming, and directing them appropriately. In addition, this role provides general office support with a variety of clerical activities and related tasks for the campus team. This position is a non-exempt, hourly, full-time position and reports to the Campus Pastor.

Essential Responsibilities:

Gives Ministry Away

Become proficient with the church database and update the attendee/member records with current information

Perform campus related accounting functions which includes maintaining petty cash fund, submitting expense vouchers and reimbursements

Maintain website calendar, Outlook Office, and room usage calendars

Help schedule building use and make room reservations with help of staff oversight and approval

Maintain and order the office & church supplies for the campus

Stock & prepare supplies (for auditorium, lobby, baptism, and communion)

Oversee administrative procedures and processes at the campus

Act as an administrative liaison with internal and/or external sources

Respond to emails and voicemails within 24 hours

Help create and implement lobby environments plans

Recruit and oversee Lobby Environments Team

Help with planning of church-wide special events

Manage any items sold at the Next Hub

Manage all screens in the Lobby

Draft correspondence (grief, baptisms, etc.)

Welcome and greet new visitors to the office

Answer and direct incoming phone calls and emails

Record staff meeting minutes

Create appreciation birthday cards for those involved on a serving team

Assist and Coordinate with other Ministries

Create baptism packets

Manage pastoral grief packets

Order Capstone supplies

Assist Family Meals Team

Oversee Ministry Minions Team

Supervisory Responsibilities: This position does not directly supervise staff; however, it does work with volunteers and must have an understanding that volunteers are key to the ministry of the church. The employee must have a heart to recruit, train, equip and support volunteers in fulfilling their roles.

This job description was an attempt to list all normal job activities. There may be additional duties and responsibilities required by the employee, not listed on this job description.

Minimum Qualifications: High school diploma or GED, plus one to three years of related work experience in an administrative or support role; or equivalent combination of education and experience.

- Proven track record of effective time management
- Ability to quickly learn and excel in the use of technology
- Experience in problem solving
- Excellent verbal and interpersonal skills

Moderate to expert proficiency in MS Office including Word, Excel & Outlook is required. Database and internet literacy required. Employees with the above education and experience should be able to perform the job details satisfactorily within 3 months of being with the church.

This position requires a strong commitment towards the cultural values and a clear understanding of one's identity in Christ. Must have an ability to comprehend instructions, correspondence, and memos, ability to write correspondence, ability to effectively present information in one-on-one and small group situations and to the general public.

Confidentiality: This position is expected to keep confidential church attendee member information obtained through the church database and through any pastoral care information obtained