



ADMINISTRATIVE ASSISTANT, BLUEWATER

CAMPUS

Position Title: Administrative Assistant
(Part-Time; Non-Exempt Position)

Supervisor: Campus Pastor

Purpose: To serve as an ambassador of our church to members and to the public. To actively support the Campus Pastor in the administration of all business functions of the church in order to impact our community for God’s Kingdom. To organize and coordinate all administrative aspects of the business functions of the Bluewater Campus while maintaining a high level of professionalism, confidentiality and collaboration with fellow staff and volunteers.

PRIMARY DUTIES:

1. Assist the Campus Pastor with scheduling, communication, and administrative needs.
2. Recruit, train, and empower volunteers for campus administrative tasks.
3. Oversee New Guest and Absentee Follow-Up systems.
4. Maintain worship attendance and official membership records.
5. Create and maintain monthly, weekly, and yearly reports using ShelbyNext and Excel.
6. Oversee administrative elements of congregational care, including cards, flowers, funeral programs and arrangements, prayer requests, and prayer card ministry.
7. Answer phones and greet guests, providing information and directing appropriate staff.
8. Maintain and update the Space and Outlook calendars for all campus events and resources.
9. Prepare and distribute the weekly E-letter.
10. Create and schedule app announcements and supporting graphics.
11. Ensure that all publicity - print and digital - is current and accurate, including LED road signs, table signs, printed materials, etc.
12. Responsible for overseeing and executing the social media marketing plan through empowering volunteers.
13. Track and manage church keys and access to building.
14. Submit receipts, invoices, and reimbursement requests through the financial portal.
15. Provide administrative support to ministerial staff as time allows.
16. Maintain a schedule of staff birthdays and recognition dates, coordinating cards, small celebrations, and special acknowledgments as appropriate.
17. Prepare or oversee set-up of auditorium on a weekly basis.
18. Manage campus-level HR admin including new hire/termination checklists.
19. Uphold the Staff Covenant and represent the church with professionalism and grace.

SKILLS DESIRED:

1. Dedicated Christian
2. Compassionate human relational skills
3. Able to delegate and empower volunteers
4. Ability to easily grasp new software programs
5. Ability to multi-task
6. Ability to work well with team members and external vendors
7. Self-starter
8. Strong computer skills (proficient in Microsoft Office and Adobe, knowledge of Shelby software helpful)
9. Strong organization skills
10. College degree in Business Administration or 3 years equivalent administrative work experience desired.

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position at a computer workstation
2. Frequently operates a variety of office equipment: computers, telephones, copier, scanner, etc.
3. Frequently travels over common ground and surfaces
4. Frequently uses near vision to interpret data, etc.
5. Occasionally bends, kneels or crouches
6. Occasionally reaches with hands and arms
7. Occasionally lifts and transports moderate weight items under 25 pounds
8. Works primarily in an indoor environment in an office

KEY PERFORMANCE MEASUREMENTS:

1. Courteous and professional representative of the church
2. Successful maintenance of office functions and high degree of organization
3. Demonstrated success as a team player
4. Administrative needs of the campus successfully met.

CONTINUING EDUCATION DESIRED:

Attend position-appropriate seminars, workshops and conventions as requested and approved by supervisor.