

# Wyoming Campus Administrative Assistant |

## Job Description



**Responsible to:** WYOMING CAMPUS PASTOR

**Working Relationships:** WYOMING CAMPUS STAFF, KENTWOOD CAMPUS ADMINISTRATIVE STAFF

**Scope of Position:** This position provides administrative and organizational support to the Wyoming Campus Pastor and other staff and ministry leaders; to serve as the communication liaison between the different ministries, key leaders and volunteers.

**Time Commitment:** Part Time: 20 hours/week

### Typical Duties:

- **Administration**
  - Support the Campus Pastor in all administrative areas and in the daily operation of the Wyoming Campus.
  - Provide administrative support for the Wyoming Campus staff and ministry leaders, in conjunction with Kentwood Campus departmental administrative staff.
- **Hospitality**
  - Serve as a welcoming presence that is warm, personal, inviting and professional.
  - Run errands as needed to pick up supplies, food, etc. for classes and events.
  - Support the Closet of Hope by accepting donations and assisting clients as needed.
- **Communication**
  - Be the communication hub for all Wyoming Campus staff, ministries and events.
  - Keep building tenants in the loop of campus weekly schedule, including staff hours, regular programming and events.
  - Be a raving fan of and advocate for the Wyoming campus in interpersonal interactions inside and outside the walls of the church.
- **Organization**
  - Recruit and train volunteers and delegate responsibilities to provide support for the receptionist desk and other administrative/hospitality support.
  - Coordinate logistics for meetings led by the Campus Pastor during and after office hours, and for travel and conferences.
  - Coordinate internal and external room reservations, facilities usage, and scheduling of Wyoming Campus building host for classes/events.
- **Basic Personal Responsibilities:**
  - Confesses to be a born again Christian and seek the will of God in his/her life.
  - Maintains a vital and growing walk with the Lord through committed personal Bible study, prayer and stewardship of the resources given to them by God.
  - Demonstrates a servant's heart as a member of the KCC team.
  - Submits willingly to and understands the importance of an accountability relationship.
  - Models the KCC mission, vision and core values.
  - Maintains proper priorities and balances in his/her life.
  - Commits to personal evangelism opportunities within and outside of the church.
  - Actively worships with his/her family at KCC's Wyoming Campus.
  - Becomes an active member of KCC within 6 months of employment.

- **Position Requirement:**

- Dynamic team builder who exhibits servant leadership and can recruit, empower and equip volunteers.
- Excellent communication skills - verbal, nonverbal, and written, with the ability to proofread grammar and punctuation with a high degree of accuracy.
- Uses good judgment in decision-making.
- Organized, pays attention to detail, shows initiative and effective follow through.
- Able to prioritize and focus on key objectives and multitask.
- Interacts with a variety of work styles.
- Proficient in computer, telephone, and office equipment skills.
- Able to process, maintain and protect confidential information in an appropriate manner.
- High School diploma required, with three years of experience working in an office environment. Experience in a large church environment is preferred.
- Fluency in English and Spanish is preferred.
- Able to work evenings and weekends as needed.
- Perform any additional duties and responsibilities as assigned by the Campus Pastor.

**NOTE:** This document describes typical duties and responsibilities and is not intended to limit Kentwood Community Church from assigning other work as needed.

**Application Requirements:** Résumé and cover letter are due by Friday, December 15.

**Please submit to Wyoming Campus Pastor [email](#) .**