

TITLE: Administrative Assistant

STATUS: Part-Time

POSITION DESCRIPTION

This position is primarily responsible for working with the Lead Pastor to ensure the ongoing operational effectiveness of Oak Pointe West Bloomfield. This entails everything from office management, to facility management, to event management.

REPORTING RELATIONSHIP

Lead Pastor

WORKING RELATIONSHIPS

Administrator works very closely with all members of the staff team.

CHARACTER

Demonstrate the qualities of a follower of Jesus Christ: Loving God and loving others, exhibiting a desire to live in relationship with those within the church and without.

QUALIFICATIONS

Education

None required but should possess strong skills listed below.

Experience

Demonstrate previous ability to effectively coordinate teams toward the completion of projects.

Requirements

Affirmation of the vision and direction of Oak Pointe Church West Bloomfield.

Characteristics

Exhibits a servant's spirit and Christian character in the areas of integrity, dependability and perseverance. Projects a winsome personality, an effective communicator, a detailed extrovert, a self-starter, proactive and energetic. Enjoys being a team-player as well as a team-builder.

Competencies/Skills

Resourceful, organized, critical thinker.

RESPONSIBILITIES

- Assist Lead Pastor
- Communication internal and external
- Calendar and Schedule organization for the Campus and also the Lead Pastor
- Ordering supplies for hospitality and children's ministries for weekly services
- Following up with new attenders and triaging messages to Lead Pastor
- Administrative support for all ministries - tasks will vary
- Communication Liaison between campus and Oak Pointe Novi
- Secure and coordinate offsite location for Weddings or Funerals
- Promotional Calendar
- Bulletins
- Facility Scheduling
- HR Support
- All-Church email announcements