



Position Title: Woodmen Students Administrative Assistant

Hours/week: 40+ (Full-time)

Reports To: Pastor of Woodmen Students

Grade: non-exempt

PRIMARY RESPONSIBILITIES:

1. Supports the Pastor of Woodmen Students and Woodmen Students team in all manner of office detail
2. Prepares for and assists with recurring Central team meetings
3. Schedules facilities for Central Woodmen Students events, as needed
4. Develops plan for registration and check-in for major events (i.e., Winter Camp, Summer Camp, etc.)
5. Coordinates fundraiser events for mission trips, as needed
6. Accurately tracks financials and maintains Woodmen Students budget, with input from Pastor
7. Organizes/maintains files for Woodmen Students; ensures database has accurate information for students and MPs
8. Participates in Woodmen Students planning meetings to give input and help plan Woodmen Students' activities
9. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A member of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. 3-5 years secretarial experience
4. Proficiency in using computer programs and general office equipment
5. Excellent organizational and administrative skills
6. Ability to multi-task
7. Must have a heart for students in grades 5-12
8. Ability to lift and carry, stand, sit, climb stairs
9. Reliable transportation