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**Position Title:** Campus Coordinator  
**Hours/week:** 40 (Full-time)  
**Reports To:** Campus Pastor  
**Classification:** salaried/non-exempt  
**Pay Range:** \$40,000 — \$44,000 annually (\$19.23 — \$21.15 hourly equivalent)  
**Benefits:** Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

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This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

**PRIMARY RESPONSIBILITIES:**

1. Acts as administrative assistant to campus pastor; performs general office duties/administrative help for campus
2. Is first point of contact for campus office; presents a professional, calm and welcoming presence when greeting and assisting guests; provides excellent customer service
3. Answers phone, forwards calls, takes messages
4. Collects and distributes mail and packages
5. Maintains and updates campus database (member info, visitors, etc.); forwards inquiries re getting connected to appropriate ministry(ies) and follows up to ensure avenues of Connect are occurring
6. Generates weekly reports for giving and attendance; submits to Finance
7. Orders office supplies and other materials for campus; stocks kitchens and bathrooms as needed
8. Ensures office equipment is in working order
9. Maintains campus calendar: reserves rooms, coordinates requests for use of campus facility
10. Handles baptisms (connects requesting party with pastor and schedules baptism weekends)
11. Works with campus pastor to oversee campus budget and track campus expenses
12. Attends and participates in regular campus and staff-wide meetings/events
13. Other duties as requested

**SKILL/ABILITY/KNOWLEDGE REQUIREMENTS**

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader 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. Minimum five years experience as an office manager in a church or non-profit setting
4. Regularly attends and is committed to the campus at which they work
5. Gifting in the areas of administration, organization and hospitality
6. Excellent written and verbal communication skills
7. Maintains confidentiality of internal and external situations
8. Proficiency in use of general office equipment; proficiency in Mac office platforms
9. Reliable transportation to travel between campuses, as needed
10. Ability to lift 40 lbs.