



---

**Position Title:** Campus Ministry Coordinator  
**Hours/week:** 40 (Full-time)  
**Reports To:** Pastor of Campus Ministry  
**Classification:** exempt  
**Campus size:** Central (serves all campuses)

---

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. Performs administrative duties for the Pastor of Campus Ministry (PCM)
2. Serves as gatekeeper for the PCM while ensuring people are helped in a friendly and efficient manner
3. Maintains PCM's appointment calendar; redirects those appointments that can be appropriately handled by another pastoral staff member
4. Coordinates special projects for the PCM; represents the PCM in dealing with members of the congregation, other churches, and the community at large, as required
5. Assists with meeting preparation; records meeting minutes when requested, and assists in ensuring meetings proceed in a professional and timely manner, as needed
6. Sits in with PCM during biblically-based counseling as needed
7. Prays with/encourages those who come to meet with PCM when appropriate; talks about sensitive issues with female congregants as needed
8. Provides administrative support to the Associate Campus Pastor as directed by the PCM
9. Attends and participates in regular campus and staff-wide meetings/events
10. 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. 3-5 years experience as a senior level administrative assistant including a working knowledge of standard office equipment; a strong working knowledge of computers and proficiency in software programs
4. A heart for the ministry of Woodmen and ability to aid the PCM in fulfilling his responsibilities and lightening his load whenever possible
5. Demonstrates a clear calling to interpersonal ministry, passionate about helping congregants know, understand, and serve God
6. Excellent interpersonal and relationship skills; able to observe and interpret people and situations
7. Spiritually strong displaying good judgement; able to give wise counsel
8. Maintains confidentiality in all situations
9. Has the gift of hospitality and a helpful, cheerful, diplomatic and caring servant attitude to all
10. Strong organizational skills with the ability to prioritize and multi-task, using good time management skills in a fast-paced environment
11. Available to work weekends and special events