



Position Title: Woodmen Students Administrative Assistant
Hours/week: 40 (full-time)
Reports To: Woodmen Students Senior Director
Classification: salaried/non-exempt
Salary: \$34,000-\$39,000 (hourly equivalent: \$16.35 - \$18.75)
Benefits: Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

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. Supports the Woodmen Students Senior Director (Director) and Woodmen Students team in all manner of office detail; is main point of contact for questions from parents, other staff, etc.
2. Prepares for/assists with recurring team meetings and one-on-one meetings for Director; ensures Outlook calendar is up to date
3. Schedules internal facilities for Students weekly programming, events, mission meetings, etc.
4. Keeps Student Ministries' closet/storage spaces fully stocked, clean and organized
5. Accurately tracks financials and maintains Students budget, with input from Director
6. Onboards new Students employees with the Woodmen Student specific pieces, as needed
7. Organizes/maintains files for Students; ensures database has accurate information for students and Ministry Partners (MPs)
8. Communicates with vendors for all transportation needs
9. Handles email communication to parents and MPs
10. Carries out Students systems for weekly attendance, new student follow-up and greeting
11. Creates and implements Students (all campuses, all student age groups) systems for follow-up, feedback implementation, guest retention, etc.
12. Administrates various tasks with the goal of helping Students co-workers conduct ministry in a warm and effective way including maintenance of parent resources, community group data and new student care
13. Identifies areas where processes can be improved and helps develop strategies to scale tasks to support the growth of the ministry
14. Utilizes and maintains project management software for tasks and meets set deadlines
15. Assists Woodmen Students Senior Director as needed
16. Assists campus Students staff in executing student events, trips, retreats and objectives as needed
17. 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 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 secretarial experience
4. Proficiency in using computer programs and general office equipment and excellent proficiency in Microsoft Excel
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