



Position Title: Administrative Assistant - Northside Madison Campus
Reporting Relationship: Northside Madison Campus Pastor
Exempt Status: Part-time, Non-exempt

Ministry Description: The Administrative Assistant will provide administrative support for and report to campus pastor.

Primary Responsibilities:

- Support campus pastor in communicating with team and volunteers
- Schedule team meetings and send out invites to team members
- Collect all attendance rosters from Children's and Students Ministries as well as Sunday Service and input all names into church database (or other church membership system).
- Collect names and addresses of all 1st time visitors and send a letter
- Other duties as assigned by campus pastor
- Be an equipper. Find, invite and train people for ministry to multiply ministry.

Qualifications:

- Knowledge and experience with Microsoft programs
- Experience working in office environment
- Maintains personal, spiritual, and professional growth
- Possesses a vibrant growing personal committed relationship with Christ.
- Experience working in multi-ethnic communities and with multi-ethnic staff and volunteers
- Embrace the mission and vision of Door Creek Church

Education and Experience

- Experience with volunteers
- Active affiliations: Door Creek Church attendee is preferred

Physical Demands

- Sitting for long periods
- Lifting up to 20 pounds

Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job.

But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position