



**TITLE: Campus Administrator**

**REPORTING: Campus Pastor**

**STATUS: Part Time Non Exempt**

**SIMPLE JOB DESCRIPTION:**

Equips and administratively supports the campus team in collaboration with church-wide staff to lead people to life-changing faith in Christ.

**POSITION DESCRIPTION:**

Acts as the primary liaison among the campus pastor and campus ministry teams in the areas of communication, scheduling, group life, outreach, and central systems and processes. As administrator for the campus, this position supports ministry service, and provides help for gatherings, groups, trainings, and special projects as assigned by the campus pastor.

**CHARACTER:**

Clearly called by God, this person demonstrates the qualities of a follower of Jesus Christ with a passion to love God and love others. Possesses integrity, humility, teach-ability, organization, teamwork, discernment, wisdom and strategic agility. Must work extremely well with others.

**SPECIFIC DUTIES:**

- Communications Coordination
  - Keeps church-wide events and Hampstead events updated in internal communications including the Church Management System, Google Suite Calendars, and Google Shared and Campus Drives
  - Keeps church-wide events and Hampstead events updated in outward facing communications such as weekly Bomb Bomb emails, Hampstead Facebook posts and other event postings
  - Meets weekly with communications staff and coordinates events with church-wide administrators to support a cohesive communications strategy
  - Supports communications project management through tools such as Monday.com
- Ministry Support
  - Creates environments to promote warm, friendly, energetic encounters that are contagious. Provides an atmosphere where it's easy to invite, connect, grow, serve, and give

- Supports campus connections with attenders and guests in a proactive manner including 1<sup>st</sup> time visitor follow-up, donor relations, prayer and care requests and follow-up, connect card follow up, and campus registrations
- Supports service programming staff by providing content needed for service announcements and offering moments
- Collaborates with guest services staff for service and event logistics
- Helps campus staff with setting up groups or events
- Administrative Assistance
  - Keeps staff meeting minutes and makes accessible to campus staff
  - Ensures that materials, meetings, trainings, and budget tasks are coordinated
  - Plans and oversees volunteers/ staff regarding use of facilities, meeting set up and clean up, onboarding/ off-boarding, campus operations, campus technology, and elder/ deacon engagement
  - Maintains/manages the clerical/administrative needs of the campus
  - Serves the campus pastor

#### **RESPONSIBILITIES:**

- 1. Reproduces Culture** – Embrace and replicate Crossroads’ culture at the campus.
- 2. Develops Alignment** – Ensures that as the campus develops and grows all ministry is in alignment with Crossroads’ non-negotiables: mission, vision, values, doctrinal statement and all other core elements.
- 3. Builds Volunteer Teams** – Prayerfully listens and recruits core volunteer leaders to help attendees discover their gifting and discern their calling especially as it relates to administration and helps.
- 4. Organizes Ministry Events** – Under the direction of the campus pastor or in collaboration with church-wide staff supports planning and executing ministry events and celebrations.
- 5. Recruit and Develop Volunteers/Staff** – Supports the recruitment, orientation and ongoing development of volunteers/staff to grow in the areas of administration and helps to create and steward a healthy, Christ-centered community.
- 6. Participates on Teams** – We are one church. Passionately participates on both campus level and church-wide teams as needed to carry out the mission and vision of the church.

#### **QUALIFICATIONS:**

Updated 9.14.22

1. Education: Undergraduate degree preferred.
2. Experience: Demonstrated ability to work well with people, lead teams and individuals, manage multiple priorities, work with computers, navigate technology tools and understand central systems and processes
3. Requirements: Role Model Agreement and affirmation of the mission, vision, values, and beliefs of Crossroads.

**WORK SCHEDULE:**

This is a part time non-exempt position. Office hours must be consistent and mutually agreed upon with the campus pastor.