

# Hope Community Church Job Description



<b>Job Title:</b>	Campus Administrator
<b>Role for:</b>	
<b>Reports to:</b>	Campus Pastor
<b>Supervises:</b>	Volunteers
<b>Works closely with:</b>	Other Church Staff and Volunteers
<b>FLSA Status:</b>	Non-Exempt

## Role Summary

Facilitate the administrative needs of the Campus Staff, teams, and congregation to accomplish the mission of Hope Community Church. Ensure courteous and professional interactions with a particular emphasis on hospitality and confidentiality.

## Essential Duties/Responsibilities:

- Facilitate a high level of communication and collaboration between campus ministry teams by attending meetings when needed, taking notes, and communicating To-Dos and information.
- Serve as project manager for all-in, campus wide initiatives.
- Support to campus ministries on Sunday mornings filling in the gaps, administrative support to classes.
- Assist Campus Pastor with leadership encouragement and development by serving as a secondary point of contact and support for campus leaders. Representing CP to staff when he is unavailable and being able to provide support
- Attend weekly team meetings and staff meetings
- Maintain Campus Pastor calendar and providing support when needed with email.
- Recruit and manage volunteers for the activities required to facilitate the needs of the campus that fall outside of specific ministry areas
- Key liaison between campus staff and central service staff (e.g. Accounting, Communications, HR, etc.)
- Assist Campus Pastor in projecting and maintaining annual budget. Abide by budget allocations and work with Finance team regarding offerings, deposits, accounts payable, etc.
- Administrate baptisms in partnership with area pastors. Keep accurate records, entering pertinent information into the Hope database
- Keep appropriate files on special activities
- Administrate in partnership with Adult ministries Sunday morning classes such as 201, 301 and communion.
- Become proficient with the Hope database.

## Other Specific Duties/Responsibilities:

- Other duties as assigned
- Understand and apply all HR policies for your team
- Affirm and support the statement of faith of Hope Community Church

## Skills and Abilities Preferred:

- Strong communication and organizational skills with attention to detail
- Excellent relational skills
- Enthusiastic and self-motivated
- Ability to recruit, train and lead volunteers
- Physical Mobility
- Ability to lift 30 pounds
- Ability to multi-task in a fast-paced environment
- Excellent computer skills, including but not limited to Microsoft Office 365

## Education and Experience Preferred:

- College education preferred
- Minimum of 2 years administrative experience

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date