



JOB DESCRIPTION

Job Title: Winter Garden Campus Administrator

Positions Reports To: Campus Pastor Dale Ward and Campus Director Zack Bollinger

Status | Part time (20) hours per week (avg 20 hours in office)

Summary

Support the Campus Pastor and Campus Director with administrative support relative to all ministries excluding Women's Ministry support. This will include both task-oriented responsibilities and additional member outreach responsibilities to ensure members & guests are growing as a Disciple of Jesus. This is including but not limited to: inventory orders, class and group assistance, special event coordinating, managing calendars, data entry, staff communication and assisting/scheduling volunteers.

Educational Requirements

Associate or Bachelor's degree preferred

Experience Required

Prior experience needed in demonstrating high administration led roles

3+ yrs of formal job administrative role responsibilities

Additional education relative to the position is beneficial

Proven ability to handle multiple layers of task-oriented responsibilities and meeting deadlines

Preferred experience in working in a church or ministry setting

Primary Responsibilities

- Calendar management – PCO Calendar – Groups and classes
- This role will in addition assume the role of First Impressions Coordinator for our Weekend Service Operations. Individual will be responsible for being on site at both services to work with the First Impression team and lobby requirements for sign ups and next steps for members & guests.
- Liaison with comm team for communication requests
- Coordination of events
- Manage workflows of volunteers
- Facility requests for meeting, classes and events



Primary Responsibilities continued...

- Update data base (Planning Center Online) with:
 - New attendee, member
 - Add upcoming events
 - Volunteer information
 - Schedule ministry team volunteers
 - Reserve rooms & resources
 - Request background checks
- Develop meaningful relationships with the church staff
- Develop meaningful relationships with volunteers
- Coordination of Volunteers
- Assist at the Front Desk
- Order supplies and curriculum for campus and groups
- Online file maintenance
- Other duties, as assigned

Basic Qualifications –

- Strong personal commitment to Jesus Christ
- Member of Discovery church or willing to become a member
- Excellent written and verbal communication skills
- Strong organizational skills
- Time management
- Ability to multitask
- Proficient in Microsoft Products (Office 365):
 - MS Excel
 - MS Outlook
 - MS PowerPoint
 - MS Word
 - SharePoint
 - MS Teams
- Knowledge of our data base program Planning Center (PCO) a plus
- Must be able to handle confidential information

Spiritual gifts-

Administration, Helps and Hospitality

Work Week –

- 20 hours per week Monday through Sunday. Occasional Special Events in addition
- Must be flexible
- Required attendance to The Gathering (4x per year)
- Mandatory Staff training days