



THE ORCHARD

Job Title: Campus Administrator - North Shore
Part Time – Non-Exempt – Non-Ministerial

Reports To: Campus Pastor – North Shore

Purpose: The purpose of this position is to provide administrative support to the Campus Pastor and other members of staff during special projects or needed coverage.

Responsibilities:

- **Manage North Shore's master calendar.**
 - Make sure the staff are aware of upcoming events and ministry activities as well as when expense reports are due.
 - Assist the Campus Pastor with calendar management and event planning looking forward to what is coming 8-12 weeks in advance.
- **Manage North Shore's operational tasks.**
 - Tracking and updating ministry attendance, prayer requests, volunteer pool, church database, and the weekly congregational dashboard.
 - Schedule meetings, take meeting notes, send follow-up emails, and double-check on visits.
- **Manage North Shore's ministry logistics.**
 - Working with staff and volunteers in coordinating and executing events (filling out CRFs, reserving rooms, ordering food, prepping materials, etc.) as well as ordering ministry supplies.
 - Assist the Campus Pastor with management of expenses and budgetary considerations keeping within the financial plan for ministry.
- **Manage North Shore's communication.**
 - Drafting and sending weekly and special event emails, planning, and scheduling announcements.
 - Serve as the primary liaison between The Orchard and The Glenview Park Center.
- **Manage North Shore's money counting, trustee, and setup/tear down schedules.**
 - Manage the volunteer schedules keeping schedules up to date in the planning center system.
 - Ensuring volunteers have appropriate supplies and processes run smoothly.
- **Manage North Shore's weekend prep and follow-up tasks.**
 - This may include YouTube uploads, planning center updates, distribution of sermon questions, worship and announcement slides, pre/post slides, bulletin updates, and distribution of any print materials.
- **Perform other reasonably related duties as assigned by the Campus Pastor.**

Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage.
- High level of administrative competency and proactivity.
- Detail orientated to provide quality work and complete assigned tasks accurately.
- Ability to manage multiple tasks within projects and assignments regardless of interruptions.
- Ability to organize, analyze, and execute tasks in a timely manner.
- Exercise discretion and good judgment in personal contacts.
- Interpersonal skills with ability to communicate effectively with staff and volunteers.
- Demonstrate professionalism through appearance, attitude, and loyalty.
- Self-motivated and able to initiate projects and work independently.
- Computer literate in order to complete necessary tasks within software applications.
- Positive and supportive attitude

Salary Range: \$20 - \$23 per hour based on skills and experience.

**To apply for this position, please send your resume along with a cover letter to
employment@theorchard.church**