

# Campus Assistant

*"I work with the staff at our Bedford location to ensure programming and events happen with excellence. I support the preaching minister and staff with general office duties."*

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These role expectations are for a **PART-TIME** position (20-25 hours/week) with **NON-EXEMPT** status. The supervisor for this position is the **BEDFORD CAMPUS MINISTER**. You will work on the **BEDFORD STAFF TEAM**.

## 1. CAMPUS ASSISTANT

No one understands better how the Bedford campus operates and interfaces with our congregation and community.

- Represent the Campus Minister and staff professionally.
- Serve as the secretary for staff meetings and other meetings as required
- Under the direction of the Campus Minister, assist in organizing meetings, events, etc, including assuring necessary supplies are available
- Arrange meals and snacks for meetings and events as needed
- Gather supplies for Sunday services
- General Office duties as needed
- Order office supplies and/or work with the East campus to ensure needed supplies are available
- Coordinate volunteer teams for offering collection & counting, attendance, communion, baptism, etc
- Manage the Bedford ministry budget with oversight from the Finance Department at East
- Assist with Communication of events and programs
- Provide a welcoming atmosphere at the Bedford Campus throughout the week
- Answer phones and welcome visitors to the Bedford Campus
- Assist in maintaining the Bedford Campus Calendar



# ROLE RESPONSIBILITIES

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## 3. OTHER RESPONSIBILITIES

All staff have general and unique responsibilities for which we are accountable.

- **ENSURE ADMINISTRATIVE TASKS ARE COMPLETED APPROPRIATELY**
  - Collect receipts, bank statements, and mail regularly and turn them in when needed
  - Hold team accountable for completing their administrative tasks on time.
- **MANAGE BUDGET RESPONSIBLY**
  - Maintain the church budget
  - Help create the budget in the new year
  - Ensure offering is at the bank and accounted for in the database correctly
- **CONTRIBUTE TO A POSITIVE RELATIONAL ENVIRONMENT**
  - Create meaningful volunteer opportunities for people to serve the church where possible
  - Participate in regularly meetings with supervisory staff