



Position Description

TITLE: Norfolk Campus Administrator
I REPORT TO: Norfolk Campus Pastor
CATEGORY: Associate Staff, Full Time
LAST UPDATED: March 2019

Qualifications

- Organizational fit, general skills, and education
 - Carry Grace's values and align with our mission and vision – plan to become a GBC member if not already
 - Plan to attend the Norfolk Campus if not already
 - Good familiarity with tech/communication tools and able to learn new systems quickly (church database, website, social media, etc.)
 - Highly proficient in MS Office Suite, including Excel and Outlook
 - College degree preferred
- Administratively gifted
 - Detail oriented
 - Excellent organizational and time management skills
 - Takes ownership and responsibility
 - Thrives in multi-task/multi-project environment
 - Able to recruit, lead, and effectively delegate to volunteers
 - Flexible and adaptive
- Relationally capable
 - Relates and connects well with others
 - Team player
 - Emotionally and spiritually mature
 - Good interpersonal skills; able to effectively represent Norfolk campus to wide group inside and outside the church
 - Able to receive feedback and coaching
 - Able to handle sensitive information

General Responsibilities:

- Overall Ministry Coordination & Campus Administration
 - Maintain church database for Norfolk campus including data input, event registrations, and managing attendee profiles
 - Respond to general Norfolk campus inquiries through phone calls and emails
 - Equip volunteer leaders with information and resources to lead their ministry teams



- Manage the campus calendar on google and the facility scheduler on e-space
- Organize and manage campus storage spaces including the Conference Room, Guest Services desk, and Triple S
- Restock campus food, drinks, and office supplies weekly
- Help plan and manage various Norfolk campus events such as Norfolk Staff Retreats, Community Events, Baptism Celebrations, etc.
- Responsible for supplies that need to be brought from Lynnhaven Campus to Norfolk on date needed
- Travel between campuses on different days of the week for various meetings, including monthly all-staff meetings
- Attend monthly Admin team meetings to share what's happening at the Norfolk campus and align with larger plans/scheduling
- Participate in regular Norfolk campus staff meetings and events, recording minutes and taking down notes when appropriate
- Recruit, supervise and encourage a volunteer team to support your ministry responsibilities
- Community Groups, Care, & Campus Pastor Support
 - Provide general administrative support to Campus Pastor such as scheduling meetings, making purchases, submitting his monthly expense report, running database inquiries and reports, and other assigned tasks
 - Input and review weekly connect cards and prayer requests, following up with requests and/or deferring to Campus Pastor or Care Team
 - Manage counseling, visitation, wedding, and funeral assignments in database and coordinate wedding or memorial services that take place on site
 - Help coordinate Community Group promotion through Grouplink events, leader communication, and database maintenance
- Guest Services, Assimilation, & Local Outreach
 - Administratively support Norfolk Guest Services, Facilities, & Safety teams
 - Recruit and lead a volunteer team to connect people into community groups and ministry teams through assimilation follow-up processes, planning and executing assimilation events like NEXT, membership, and Together, along with other assimilation initiatives
 - Organize and coordinate monthly Serve the City event and projects
 - Coordinate lobby promotions and sermon series decorations
 - Support Local Outreach Director in managing Norfolk School Partnership volunteers, initiatives, and events