

Job Title: Campus Assistant

Position Type: Part-Time

Reports To: Campus Pastor

Location: Rosedale, NY

Job Summary:

The Campus Assistant provides essential administrative and ministry support to the Campus Pastor and ministry leaders to ensure smooth operations of guest engagement, event coordination, membership processes, and overall campus logistics. This individual plays a key role in follow-up with new guests, managing campus events, assisting with membership classes, and overseeing campus-specific needs such as supplies and volunteer coordination. The Campus Assistant will also help ensure alignment with central assimilation and financial processes and will serve as a bridge between the campus and broader church administration.

Key Responsibilities

Guest Follow-Up & Newcomers Engagement

- Send weekly emails and texts to new guests using Ring Central.
- Oversee the Guest Follow-Up Team Leader.
- Organize quarterly Newcomers Receptions:
 - Filter and invite eligible guests via email/text blast.
 - Coordinate outreach with guest follow-up callers.

Membership Class (2x/year)

- Coordinate with the Assimilation Director and Coordinator.
- Manage registration and communications:
 - Retrieve sign-up info Planning Center.
 - Email class instructions to participants.
- Prepare materials and logistics:
 - Print booklets and necessary forms.
 - Prepare attendance roster and record attendance.
- Enter and update all participant information in Planning Center, including membership status, baptism dates, and class requirements.

Campus Ministry Support

- Process and track ministry leader requests and orders.
- Review purchases in collaboration with Campus Pastors under the designated budget and ordering policy.
- Submit receipts to the Financial Administrator.

Pastoral Support

- Handle phone inquiries and assist with scheduling for Campus Pastors.

Campus Supplies & Purchases

- Coordinate supply needs for the Rosedale Campus including café.
- Ensure availability of key items (e.g., gift bags, connection cards, pens, rack cards, and communion).
- Coordinate purchases and food items for all Rosedale Campus events and café

Campus Event Coordination

- Plan and manage event logistics for:
 - Back to Church Sunday
 - Mission Sunday (including assisting with missionaries/speakers)
 - Water Baptism services (If needed assist coordinator)
 - Assist with coordination of T-shirt sales and event-specific sign-ups (e.g., table setup, iPads, decor)
- Submit creative and event requests as needed.

Meetings & Service Attendance

- Attend staff meetings, execution meetings, and Campus Leadership Team meetings.
- Works on Sundays, including supporting special events at the campus.

Qualifications

- Strong organizational, administrative, and communication skills
- Ministry-minded with attention to detail and follow-through
- Comfortable using tools like Planning Center, Google Docs, Ring Central, Excel, and zoom
- Maintain a flexible schedule with regular Sunday and some evening availability.

Application Process:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to Ana Ibis Seebrath at aiseebrath@bethlehemmag.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer:

Bethlehem Assembly of God is an equal opportunity employer committed to providing a work environment free from discrimination. We are committed to providing equal employment in all our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and team members without regard to race, color, national origin, gender, age, disability, or any other legally protected status in accordance with the requirements of all federal, state, and local laws, unless a particular status protected by federal, state, or local laws contradict the deeply held religious convictions of the church.

Bethlehem Assembly of God hires individuals who align with its religious beliefs and practices, ensuring all employees share and uphold the church's faith-based values. All employees must:

- Be in agreement with the **16 Fundamental Doctrines of the Assemblies of God**.
- Adhere to Bethlehem Assembly of God's **Bylaws and Constitution**.
- Follow Bethlehem Assembly of God's **Code of Conduct**.
- Be in agreement with the **Mission, Vision, and Core Values** of Bethlehem Assembly of God.