

## JOB DESCRIPTION

TITLE: Waymaker Administrative Assistant  
CATEGORY: Full-Time  
DEPARTMENT: School of Ministry  
REPORTS TO: School of Ministry Director  
EXEMPTION STATUS: Non-Exempt

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### JOB SUMMARY

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The purpose of the Waymaker Administrative Assistant position is to provide for the Administrative Needs of and to Assist the Director of the Waymaker School of Ministry.

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### ESSENTIAL FUNCTIONS

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#### *Assistant to Director*

- Manage calendar (set up meetings & appointments)
- Assist with projects and special events
- Meet weekly with Director to plan, establish, evaluate, and reach goals
- Respond to all Waymaker inquiries
- Other Duties as assigned

#### *Administration*

- Aid in the creation and institution of processes, procedures, and policies
- Provide administrative support to Waymaker volunteer teams
- Provide administrative support in the execution of recruiting events
- Order and manage all marketing materials (physical & digital)
  - Ensure the Waymaker information table is orderly and well-stocked with materials
- Manage Waymaker's Ministry Platform (church database) needs:
  - Reserve rooms and equipment
    - Events & meetings
    - Classes
  - Manage Waymaker groups and teams
- Manage the school database and learning platform (Populi)
  - Add and update courses and programs
  - Assist and educate staff, faculty, and students in the use of Populi
  - Communicate with faculty and students
  - Work with Victory's Accounting Dept. to manage financials
    - Ex:
      - Using Stripe
      - Paying tuition
    - Applying scholarships
- Provide ongoing communication with staff, faculty, and students

## Academics

- Act as the liaison between Southeastern University and Waymaker/Victory Family Church
- Ensure students are current with SEU responsibilities (financials, documentation)

## Admissions

- Aid in the vetting of applying students
- Aid in the onboarding of all accepted students
  - Run background checks
  - Communicate orientation information
- Manage new applications and Trello boards

## Student Life

- Provide academic, personal, and spiritual support for students
- Assist in the planning and execution of student life events

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## KNOWLEDGE, SKILLS & ABILITIES

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### Job Knowledge & Skills

- An evident call from God to full-time ministry
- Excellent spoken and written communication skills
- Ability to work independently – self-motivated and directed
- Ability to adapt well to change
- Strong relational skills – able to influence and lead those around you (especially during times of transition and change)
- Ability to write clear and concise manuals and correspondence
- Good computer/word processing skills
- Able to maintain personal fellowship with God through reading the Word and prayer outside of ministerial duties
- Flexible; big picture person; able to function well and enjoy the challenge of a fast-paced, developing ministry
- People person / Confidentiality / Professionalism / Self starter
- Communication skills / Basic computer skills
- Loyalty / Administrator / Organized
- Problem solving skills / Team player / Decision maker / Optimistic

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## JOB REQUIREMENTS

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The essential function of all staff members is to teach and demonstrate the **Ephesians 4:12** model. – “equip the saints for the work of ministry” Our primary responsibility is not to do the entire ministry, but to equip (i.e. – train, lead, and develop) others for ministry that builds up the body of Christ. All staff should be equipping others in leadership and pastoral care.

### Education & Experience Required

High school graduate

At least two years of experience in relevant administrative work

Microsoft Office Suite and equivalent programs

## **Time Requirements**

Total: 40 hours / week

### **Basic schedule:**

Monday through Friday from 8:00 a.m. – 4:30 p.m.

\*\*At times evening and weekend hours are required for events

½ hour lunch (unpaid)

**Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.**

## **SIGNATURE**

I have read and understand the Waymaker Administrative Assistant job description and can perform the essential functions with or without reasonable accommodation. I understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. I understand that this job description reflects management's assignment of essential functions, but it does not prescribe or restrict the tasks that may be assigned. I further understand that employees are at-will and they or Victory Family Church may terminate the employment relationship at any time for any reason.

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Name (Print)

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Date

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Name (Signature)

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Date