

**Job Title:** Campus Assistant

**Position Type:** Part-Time

**Reports To:** Campus Pastor

**Location:** Baldwin, NY

**Job Summary:**

The Campus Assistant provides essential administrative, logistical, and ministry support to the Campus Pastor and ministry leaders to ensure smooth and effective campus operations. This role plays a key part in managing day-to-day responsibilities such as guest engagement, event coordination, membership processes, volunteer support, and campus logistics. By overseeing these areas, the Campus Assistant enables the Campus Pastor to focus on fulfilling pastoral responsibilities. Additionally, the Campus Assistant serves as a liaison between the campus and central teams, ensuring alignment with church-wide systems, including assimilation, finance, and communications.

**Key Responsibilities**

**Guest Engagement & Newcomer Integration**

- Support the Guest Follow-Up Team Leader by ensuring timely outreach to new guests (texts, emails, calls).
- Organize quarterly Newcomers Receptions: oversee invitations, coordinate personal outreach, and manage event logistics (e.g., music, presentations, setup).

**Spanish Membership Class Administration (Twice a Year)**

- Coordinate class planning and execution with the Assimilation Director.
- Manage registration, communication, materials preparation, attendance, and ACS updates related to membership status, baptisms, and class participation.

**Administrative & Pastoral Support**

- Assist the Campus Pastor with scheduling, phone/email communication, and general administrative needs.
- Maintain accurate records and help facilitate smooth ministry operations across the campus.

**Ministry & Resource Support**

- Process and track requests from campus ministry leaders.
- Coordinate purchases with Campus Pastors, ensure alignment with budget guidelines, and submit receipts to Finance.
- Ensure campus supplies (e.g., gift bags, connection cards, kitchen items) are available and replenished as needed.

**Event & Logistics Coordination**

- Oversee planning and logistics for campus events, including Back to School Sunday, Mission Sunday, baptisms, men's/women's/youth gatherings, VBS, and Hope Day.
- Support event sign-ups and promotion (e.g., tables, iPads, signage).
- Submit creative/facility requests and coordinate cleaning schedules with vendor.

**Meetings & Campus Presence**

- Attend staff and campus leadership meetings (e.g., All Staff, Execution, Campus LT).

- Be present and available at both Sunday services to support ministry and guest experience.

### **Qualifications**

- Bilingual (English & Spanish) preferred
- Strong organizational, administrative, and communication skills
- Ministry-minded with attention to detail and follow-through
- Comfortable using tools like ACS, Google Docs, Ring Central
- Flexible schedule with availability on Sundays and some evenings

### **Application Process:**

Interested candidates should submit a resume and cover letter outlining their qualifications and experience via the following link: [Bethlehem Assembly of God Candidate Profile \(google.com\)](#). 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.