



# INTERNATIONAL CHRISTIAN CENTER

**Job Title:** Campus Administrator

**Department:** Support Staff

**Reports to:** Campus Pastor

**Status:** Exempt

**Supervisory role:** No

**Last updated:** 6/30/2025

International Christian Center wants to make a lasting difference in your life, in our community, and in the world. Our mission is to lead people to become fully devoted followers of Christ. That's how we're able to make a difference, and it's the driving force behind everything we do.

## **Job Summary:**

The Campus Administrator serves ICC by playing an instrumental role alongside the Campus Pastor in the administration and function of the building, growth, development and maintenance of the campus.

## **Key Tasks & Responsibilities:**

### **I. Weekly Responsibilities**

#### **A. Administration**

- Proficient with Microsoft Office, and data entry into ROCK RMS
- Weekly Data entry into ROCK RMS from Sunday Connection Cards
- Send out weekly letters for decisions & first-time guests
- Follow up with all "speak with a pastor" requests from Connection Cards and get them connected into the Small Groups Ministry system
- Collect all completed attendance forms/cards from GT events and enter info into appropriate database
- Email all potential DT members contact info to DTC weekly (from GT events, Connection Cards, etc.)
- Keep running list of needs, upgrades, and goals, and order supplies
- Assist Campus Pastor weekly with Connection Card info – prayer requests, meeting requests, and information requests
- Assist in all paperwork processes for (purchase requisitions, check requests, etc.)
- Manage the calendar/meeting schedule of Campus Pastor
- Provide daily assistance to the Campus Pastor for various needs/requests
- Coordinate wedding/premarital schedule for Campus Pastor

B. Reception (In new building)

- Answer phones/Welcome Appointments

C. Facilities

- Assist Campus Pastor in preparing facility throughout the week for upcoming services, small groups, GT events, etc.
- Assist Campus Pastor in maintaining excellence inside & outside the facility
- Assist in opening/closing of facility for small groups, and other on-campus meetings & activities

II. Sunday Responsibilities

- Available to Campus Pastor before, after, & during services for various needs that arise
- Assist with opening, closing, and prepping facility for all services/events
- Assist Dream Team Coordinator in making sure all bases are covered at each service
- Assist with planning, implementation, and facilitation of all services & GT events
- Create a high-touch environment (love, encourage, welcome people)
- Seek out guests and facilitate an exceptional experience for them
- Identify/Resolve potential issues
- Gather all paperwork weekly (check requests, invoices, resource orders, etc. from all areas)

III. Small Groups

- Oversee and coordinate scheduling of all small groups at Campus facility
- Weekly communication with Small Group coordinator
- Assist Small Group coordinator with planning, prepping, and implementing all Small Group leader trainings, coaches/captain's meetings, & all other Small Group events

IV. Growth Track

- Oversee & coordinate flow & administration of all Growth Track events (room prep, leader prep)
- Purchase/order food, supplies needed for all events

V. Other Responsibilities

- Assist with planning and implementing all special events

**Attributes:**

- Must pass a background check and be able to be entrusted with confidential areas and materials on the ICC network
- Extensive life experience who can bring objectivity to day-to-day situations
- Positive and "can do" approach to the position
- A servant's heart; eager to go over and beyond
- Fun & enjoyable. Someone others want to be around
- Must be able to maintain a flexible schedule
- Embraces the vision & culture of ICC to fulfill the Great Commission with integrity and passion.

### Working Conditions and Requirements:

This position receives general direction while working from established policies and objectives. This position plans and carries out assignments and will resolve most situations that arise. Completed work is generally monitored only to determine the effectiveness in meeting position/team objectives. This role works in a fast-paced environment with multiple interruptions. It is essential for this role to balance daily responsibilities while maintaining a high level of concentration and stress tolerance.

The physical activity of this job includes sitting, standing, and walking for an extended period. This role regularly communicates through talking and hearing and must be able to do so efficiently and effectively. Must be able to lift to 25 pounds regularly and 50 pounds on occasion.

At ICC, every staff member is a minister and is expected to fully engage in the ministry of the church. We consider ministry readiness, and an individual's capacity to represent ICC's beliefs as a minister, during the selection process for all staff positions. An essential function within every position held by a staff member of ICC is to uphold and represent ICC and our beliefs in all areas of personal and professional life.

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Employee Name (Printed)

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Employee Signature

Date

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Supervisor Signature

Date