



Position Description

TITLE: Strawbridge Campus Administrator

I REPORT TO: Strawbridge Campus Pastor

CATEGORY: Part-Time (20 hours a week)

LAST UPDATED: January 2026

Qualifications

- Organizational fit, general skills, and education
 - Embody Grace's values and align with our mission and vision
 - GBC member – plan to become a GBC member if not already
 - Plan to attend the Strawbridge Campus if not already
 - Proficient tech/communication skills and the ability to learn new systems quickly (church database, website, etc.)
 - High proficiency in MS Office Suite, including Excel and Outlook
- Administratively gifted
 - Detail oriented
 - Excellent organizational and time management skills
 - Takes ownership and responsibility
 - Thrives in multi-task/multi-project environment
 - Able to communicate clearly with volunteers
 - Flexible and adaptive
- Relationally capable
 - Relates and connects well with others
 - Team builder and a team player
 - Emotionally and spiritually mature
 - Good interpersonal skills; able to effectively represent Strawbridge Campus to wide group inside and outside the church
 - Able to receive feedback and coaching
 - Able to handle sensitive information and maintain confidentiality of documents and correspondence

General Responsibilities

- Overall Ministry Coordination & Campus Administration
 - Oversee and implement the Next Steps process at the Strawbridge Campus - providing assistance for visitors, attendees, and members wanting to join a group, connect to a ministry, know more about Grace, or serve as a volunteer
 - Attend ministry support meetings, groups, connections, care, and multi-site.
 - Be responsible for filling out all rental contracts and ensuring timely payment to the rented



- facility
- o Maintain church database for the Strawbridge Campus, including data input, event registrations, and managing attendee profiles
 - o Equip volunteer leaders with information and resources to lead their ministry team
 - o Manage the facility scheduler on Espace and coordinate campus events with staff planning calendar
 - o Help plan and manage various Strawbridge Campus events, including Strawbridge Staff Retreats, Volunteer recruitment series, Baptism Celebrations, etc.
 - o Responsible for transporting supplies from the Lynnhaven Campus to the Strawbridge Campus
 - o Travel between campuses on different days of the week for various meetings, including monthly all-staff meetings
 - o Attend monthly Admin team meetings to share what's happening at the Strawbridge Campus and align with larger plans/scheduling
 - o Participate in regular Strawbridge Campus staff meetings and events, taking down notes when appropriate, and assigning tasks and calendar invites to the team.
 - o Respond to general Strawbridge Campus inquiries through phone calls and emails
- Community Groups, Care, & Campus Pastor Support
 - o Provide general administrative support to the Campus Pastor, such as scheduling meetings, making purchases, tracking budget items, running database inquiries and reports, and other assigned tasks
 - o Input and review weekly guest information and prayer requests, following up with needs and/or deferring to Campus Pastor or Care Team
 - o Manage counseling, visitation, wedding, and funeral assignments in database and coordinate wedding or memorial services that take place onsite
 - o Help coordinate Community Group promotion through events, leader communication, and database maintenance.
 - o Provide operational support for all Rooted, EHS, and VOTH groups such as check-in, coordination with childcare, and any other tasks needed.
 - o Assist the connections team with Rooted graduations and other central connections events.
 - Other Administrative Duties
 - o Communicate with central teams to plan and implement lobby promotions and sermon series decorations
 - o Support the Local Outreach Director in managing initiatives and events.
 - o Support the Strawbridge Campus Pastor and the Strawbridge Teams Director in administrative tasks (database management, receipts, ordering, etc.)

Ministerial Duties

- As with all staff roles, this position includes supporting the broader mission of Grace Bible Church through prayer, spiritual encouragement, and participation in ministry life.