



Title: Administrative Assistant	Prep/Revised Date: October 2025
Reports To: Windsor Campus Pastor	Direct Reports: N/A
FLSA /Hours: Non-Exempt / 35 Hours	Campus: Windsor

Summary

The Administrative Assistant is a self-motivated individual who can provide direct assistance to the Campus Pastor and ministry support for the staff of Timberline Windsor.

Duties & Responsibilities

- Provides a spirit of hospitality by exhibiting a positive first impression when greeting and assisting people via phone, email, and in person.
- Provide administrative, office, and ministry support alongside campus staff, and volunteer leadership for general church and ministry related events.
- Establish and maintain an adequate inventory of supplies for the campus ministries.
- Manage prayer requests and ensure they are communicated in a timely manner to the Prayer Team as well as any applicable staff or ministry leaders.
- Act as the primary liaison between community groups and the Facilities Team during event coordination.
- Active participation in public relations and community engagement.
- Assist the Campus Pastor with Connection Ministries through active involvement and support during all stages of group membership, and events.
- Work in coordination with all Timberline campuses to incorporate and align ministries, events and announcements that apply cross-campus.
- Work closely with MarCom to ensure all aspects of the marketing elements align with Timberline standards.

Skills/Qualifications

- Strong computer skills with proficiency in Microsoft Office Suite applications.
- Experience with Community Church Builder (CCB).
- Must have basic mathematical skills, knowledge of bookkeeping, basic budget, and expense monitoring.
- Must be confident, articulate, and professional with excellent written and verbal communication skills, and the ability to work with people.

Education and/or Experience

- High School diploma or GED.
- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.

Position Details: Full-Time.

Hours: 35 hours per week. Monday – Thursday, 8:30 AM – 5:00 PM unless otherwise determined by your supervisor.

Compensation: Non-exempt. \$16.00 – 18.00 per hour; based on previous experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer made contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Paid holidays.
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase annually.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase annually.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)