

# Campus Admin Coordinator

SOUTHSIDE CHURCH | [PT]

## PURPOSE STATEMENT

The FYT Campus Admin Coordinator plays a vital role in supporting the daily operations and ministries of the Fayetteville Campus. This person helps ensure that systems, communication, and environments run smoothly so that ministry staff and volunteers can focus on serving people well.

## KEY ATTRIBUTES

Strong administrative and organizational skills with attention to detail.

Excellent communication and interpersonal abilities.

Ability to manage multiple priorities in a fast-paced environment.

Proficiency with office software and database systems.

A heart for ministry and teamwork.

Previous administrative or ministry experience preferred.

## REPORTS TO

Lead Pastor

## WORK HOURS

12-15 hours per week

## RESPONSIBILITIES

Provide administrative and organizational support to campus staff and ministry leaders.

Maintain and update volunteer schedules, databases, and communication systems.

Assist in preparing ministry materials and supporting Sunday environments.

Manage general office responsibilities such as ordering supplies, answering phones, and responding to emails.

Support student and children's ministry teams with communication and logistics.

Help plan and execute campus events and ministry activities.

## HOURLY PAY

Based on experience and Education



**SOUTHSIDE  
CHURCH**

300 City Ctr Pkwy a, Fayetteville, GA 30214 | southside.org