

Job Description: Part-Time Administrative Coordinator – Wake Forest Campus

FULLY DEVOTED. FULLY TRANSFORMED.

Introduction

Do you love bringing order to complexity and helping others succeed?

Are you energized by supporting ministry, organizing details, and making sure things run smoothly behind the scenes?

At Crossroads Fellowship, we're looking for a Part-Time Administrative Coordinator who thrives in execution, enjoys serving teams, and plays a vital role in helping ministry happen with excellence.

If you're highly organized, relational, and passionate about supporting the local church, this could be the right role for you.

Our Church

Crossroads Fellowship exists *“to develop fully devoted followers of Jesus who want to transform the Triangle and the world.”*

We are a growing, non-denominational church with a deep commitment to:

- Gospel-centered teaching
- Spirit-led ministry
- Leadership development
- Local and global impact

You can learn more at crossroads.org.

Our Culture

At Crossroads, how we lead matters just as much as what we lead.

- **Servant Leadership** – We lead with humility and a “We, Not Me” mindset
- **Integrity** – We do the right thing and build trust through honesty
- **Collaboration** – We believe we are better together
- **Passion** – We are all in for what God is doing

If this sounds like the kind of team you want to be part of, you'll feel at home here.

The Role & Opportunity

The 20 hour, Part-Time Administrative Coordinator serves the Wake Forest Campus by providing essential administrative and organizational support to the campus team.

This role is critical to helping ministry leaders stay focused on people and discipleship by ensuring systems, communication, and logistics are handled with excellence.

You'll support the Wake Forest staff team, assist with ministry events and environments, and help maintain alignment with Central Teams (Communications, Technology, and Facilities).

This is a **high-impact support role** where your ability to execute, organize, and follow through directly contributes to the effectiveness of the entire campus.

What You'll Do

Support the Campus Team

- Provide day-to-day administrative support to campus staff
- Take clear notes in team meetings and track action items
- Help maintain organization across systems, processes, and communication
- Serve as a reliable point of coordination for the team

Coordinate Ministry & Events

- Assist in planning and executing campus events, services, and initiatives
- Coordinate logistics like scheduling, supplies, and communication requests
- Help maintain and support the campus ministry calendar
- Ensure Sunday and midweek environments are prepared and supported

Manage Systems & Processes

- Submit and track requests with Central Teams (Communications, Facilities, Tech)
- Help align campus needs with central systems and workflows
- Support internal tools like forms, databases, and reporting systems
- Maintain office systems, supplies, and organization

Serve People Well

- Provide responsive and helpful support to attenders and volunteers
 - Act as a welcoming and organized point of contact for the campus
 - Support ministry leaders in caring for and equipping volunteers
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What We're Looking For

An Implementer Who Gets Things Done

- You are highly organized, detail-oriented, and follow through consistently
- You enjoy executing plans and bringing clarity to moving parts
- You can manage multiple tasks without losing quality

A Team Player Who Supports Others

- You find joy in helping others succeed
- You are collaborative, flexible, and easy to work with
- You thrive in a fast-paced, team-oriented environment

A Self-Starter with Strong Initiative

- You take ownership without needing constant direction
- You solve problems and anticipate needs
- You are dependable and trustworthy

Relational & Spiritually Grounded

- You model a growing relationship with Jesus
 - You believe in the mission and vision of Crossroads
 - You value the local church and volunteer culture
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Other General Expectations

We also expect that you will:

- Model a sincere love for Jesus and a desire to submit to Him in all things
 - Work a part-time schedule (20-25 hours/week, primarily weekdays)
 - Occasionally support Sunday environments as needed
 - Participate in staff meetings and campus rhythms
 - Commit to personal, spiritual, and professional growth
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Required Qualifications

To thrive in this role, you should have:

- Strong organizational and administrative skills
 - Clear written and verbal communication
 - Ability to manage multiple tasks and prioritize effectively
 - Experience in administrative support or similar roles
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Desired Qualifications

While not required, it would be a bonus if you have:

- Experience in church or ministry environments
 - Familiarity with church systems, databases, or planning tools
 - Previous experience supporting teams or event coordination
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Why This Role Matters

This role is about more than administration.

It's about creating the structure and support that allows ministry to thrive—helping leaders lead, volunteers serve, and people take next steps toward Jesus.

Your work behind the scenes plays a direct role in life change.

Let's Talk

If this sounds like a role where you would thrive, we'd love to hear from you!