



## Administrative Coordinator (part time)

Salaried Position: \$15,000 - \$18,000

Work Week: Monday – Friday (*other days/times as required by church events & congregational needs*)

Office/Building Hours: Monday: 9:00am – 4:00pm, Tuesday – Friday: 9:00am – 12:00pm

- **Spiritual Gifts and Qualifications Helpful for the Job**

- The Administrative Coordinator must have the ability to keep a broad view of the separate parts of the operations of the church and work with the pastor to help align various ministries toward the mission of the church.
- The ideal candidate for this position will work well under the structure of deadlines and schedule.
- The ideal candidate for this position enjoys a collaborative work environment.
- The ideal candidate for this position will be outgoing and sociable.
- The ideal candidate for this position will have a desire to learn and grow in areas that may be new or uncomfortable for them.
- Spiritual gifts that lend well toward this position: Administration, Hospitality, Service, Discernment, Mercy

- **Staff Responsibilities**

- Attend weekly staff meetings.
- Assists in the planning and implementation of all Church events where required.
- Other duties as assigned by Lead Pastor or Church Leadership Board.

- **Administrative Responsibilities**

- Manages the Life Center calendar (ministry events and facility rentals) to avoid conflicts
- Answers phone calls and email inquiries to the Life Center, directing those to appropriate ministry staff.
- Collects and distributes incoming mail, as well as handles outgoing mail.
- Oversee church databases for congregational records and volunteer information.
- Manages all facility rental requests, billings, and payments.
- Manages all non-ministry specific church subscriptions essential for Life Center operation as determined by the Lead Pastor and/or the Church Leadership Board.
- Oversee/coordinate office volunteers, cleaning team, hospitality teams (greeters, attendance, cookie/coffee, ect)
- Order supplies for cleaning and hospitality team when necessary

- **Communication**

- Manages 'The Loop' digital newsletter
- Updates the exterior sign with relevant information regarding church events.
- Updates website and church app with relevant information regarding ministry and seasonal events using SubSplash software.