

# Faithbridge Church



POSITION  
DESCRIPTION

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## Position Assignment:

- **Title:** Administrative Coordinator
- **Staff Grade:** Full-time (40 HPW), Hourly, Non-Exempt
- **Accountability:** Reports to the members of the Executive Team and the Grow Groups Director
- **Ministry/Dept.:** Executive Team

**Summary of Position:** The Administrative Coordinator will be responsible for supporting the Executive Team and the Adult Ministry Team, carrying out office tasks with integrity, excellence, and confidentiality.

**Purpose:** To provide high quality and excellent service, with the right heart attitude, offering a high level of coordination to the Executive Team and the Adult Ministry Team. In doing so, the mission and vision of Faithbridge can be carried out at all times.

## Executive Team Duties & Responsibilities:

1. Provide accurate, efficient, and timely project coordination and administrative support for all Executive Team programs and events.
2. Serve as a liaison for the Executive Team on operational details that involve other ministries, including but not limited to events team, communications team, production team, facilities team, and database administrator.
3. Attend initial vision/planning meetings for ministry seasons, programs, and/or events with the appropriate Executive member to capture details and action items as needed. Follow up regularly with Executive team and cross-ministry stakeholders to coordinate details and ensure action items are accurate and being completed.
4. Book rooms and other facilities for the Executive Team and work with database administrator to set up event registrations through appropriate tools and channels.
5. Coordinate Executive Team events such as lunches for congregants and staff, Preaching Class, and Cohort HCPN meetings
  - a. Communicating with participants, booking rooms, ordering lunches and coffee, ordering meeting supplies, calendar invites, and greeting participants
6. Assist with Sermon Organization and Preparation
  - a. Formatting and printing articles online
  - b. Sermon research
  - c. Keep spreadsheet of sermon topics year over year
  - d. Transcribing sermons
7. Execute operational and administrative tasks for Executive Team programs such as:
  - a. Contacting vendors to source and order program supplies
  - b. Preparing and maintaining regularly used supplies for weekly programs.

- c. Ordering curriculum and training materials (external or in-house produced through communications ministry)
  - d. Logging or updating facilities or technology/AV requests.
  - e. Scheduling volunteers
  - f. Regularly check accuracy and update Communications team on details of events/programs on internal and external calendars, portals, and documents
8. Provide general administrative support for the Executive Team such as ordering office and meeting supplies, submitting expenses and check requests, reconciling ministry credit card statement, assisting with Executive Team coding and reconciliation, sending out team communications, sending out external mass communications through the database tools, setting up and preparing for internal team meetings, and transferring appointments to calendars.
  9. Attend Stafflink (Tuesday morning all-staff meeting 3x month) and attend a selection of pertinent Executive Team and cross-ministry team meetings as determined with the members of the Executive Team
  10. This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.

### **Care & Grow Duties & Responsibilities:**

1. Provide accurate, efficient, and timely project coordination and administrative support for all Adult Ministry programs and events.
2. Review, populate, and update project plans and be available for regular check-ins with Care and Prayer ministry members to track action items and deliverables.
3. Serve as a liaison for the Adult Ministry on operational details that involve other ministries, including but not limited to events team, communications team, production team, facilities team, and database administrator.
4. Attend initial vision/planning meetings for ministry seasons, programs, and/or events with the appropriate Adult Ministry member to capture details and action items as needed. Follow up regularly with Adult Ministry team and cross-ministry stakeholders to coordinate details and ensure action items are accurate and being completed.
5. Book rooms and other facilities for the Adult Ministry and work with database administrator to set up event registrations through appropriate tools and channels.
6. Work with the Adult Ministry team and database administrator to set up groups within the database system and populate group rosters using database tools.
7. Execute operational and administrative tasks for Adult Ministry programs such as:
  - Contacting vendors to source and order program supplies
  - Preparing and maintaining regularly used supplies for weekly programs.
  - Ordering curriculum and training materials (external or in-house produced through communications ministry)
  - Logging or updating facilities or technology/AV requests.

- Scheduling volunteers
  - Regularly check accuracy and update Communications team on details of events/programs on internal and external calendars, portals, and documents
8. Be a point of contact for Adult Ministry connections volunteer team to delegate weekly connection requests through the database and to escalate unusual or special requests to appropriate Adult Ministry team members for processing. Assist in coordination with the database administrator by processing/logging next steps connections cards in the database after Adult Ministry events.
  9. Provide pre-approved, limited amount of in-person support for large Adult Ministry events that may occur outside of normal office hours, such as assisting the team with check-in or set up, as arranged and communicated beforehand. This arrangement does not pertain to all-Faithbridge staff-supported events such as Christmas and Easter where mandatory staff support is required.
  10. Provide general administrative support for the Adult Ministry Team such as ordering office and meeting supplies, submitting expenses and check requests, reconciling ministry credit card statement, assisting with Adult Ministry budget coding and reconciliation, sending out team communications, sending out external mass communications through the database tools, setting up and preparing for internal team meetings.
  11. Attend Stafflink (Tuesday morning all-staff meeting 3x month) and attend a selection of pertinent Adult Ministries, and cross-ministry team meetings as determined with the Grow Groups Director.

**Skills and Educational Requirements:**

- Ability to communicate effectively, accurately, and in a timely manner, both verbally and in writing through a variety of platforms including face-to-face, phone, virtual conferencing, texting/messaging, email, presentations, and some social-media platforms.
- Experience in administrative and project planning tasks.
- Workplace software literacy such as with Microsoft Office suite of products, customer/client database programs, project planning software, presentation software.
- Proficiency in grammar, spelling and punctuation.
- Outstanding organizational skills with an ability to prioritize effectively.
- Careful attention to detail with high personal and professional standards.
- Able to pray with people as needed.
- Works well with others and has a teamwork mindset.
- Independent initiative and problem-solving skills.
- Some college credits preferred with a minimum of three years office experience.

**Organization Relationship:**

This position shall be directly accountable to the Executive Team and Adult Ministry Team. This position will have contact with church attendees, paid staff, lay leaders, and outside vendors.

**Working Conditions:**

This is an hourly and full-time position (approximately 40 hours per week), with a regular weekly in-person schedule determined by the Executive Team and Adult Ministry Team, along with some pre-approved Sunday, evening, and special event work. Attendance at seasonal ministry kick-off events (Ministry Expo) and large all-Faithbridge campus events will be required, including Christmas Eve and Easter.

**Needed Attributes:**

Strong interpersonal skills, keen initiative, extremely detailed oriented, outstanding organizational skills, ability to use discernment in making decisions, and a team player. Spiritual gifts of administration, serving, creativity, leadership, and exhortation are helpful.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow the job description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I will meet with my supervisor for a formal review 30 days from the date below.

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Employee's Signature

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Date

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Print Name