



The Evangelical Covenant Church

JOB DESCRIPTION

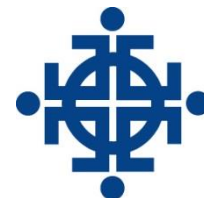
Position:	Administrative Coordinator
Area:	Start & Strengthen Churches
Reports to:	Manager of Ministry Services
Supervises:	Interns and Volunteers
Status:	Non-Exempt

Summary

The Coordinator of Administrative Services provides project management and administrative support for the staff of Start & Strengthen Churches (SSC). This position will coordinate administrative duties within the primary ministries of SSC, including church planting, congregational vitality, and Kingdom Builders. Together with the Manager of Ministry Services, the Coordinator will advance the ministry strategies, objectives, and programs by providing adequate, responsive, and timely support to the SSC team and its constituency.

Essential Functions

- Engage in a professional, hospitable, and courteous manner in the ministry priority's electronic, phone and in-person communication with constituents.
- Prioritize and manage multiple tasks with competing timelines, as requested by ministry priority's staff.
- Engage in marketing, communication and recruitment of programs: helps develop marketing materials (brochures, web listings, etc.) and manage web posting/announcements.
- Develop, collect, manage and maintain databases and the corresponding data/information as utilized by SSC area.
- Coordinate the administrative and grant making processes for Kingdom Builders.
- Process inquiries from constituency; respond and/or direct to the appropriate person according to need.
- Provide hospitality and coordinate logistics for area's engagements (meetings, seminars, events, trainings, etc.). Coordinate schedules and manage meeting logistics, including: harmonizing dates/times, registration and meeting space.
- Make travel arrangements (flight, lodging, etc.) and manage event registration for staff and in accordance to travel policies.
- Maintain paperwork and files organized; update and create additional dossiers, as needed.



- Utilize various office machines and computer applications to expedite daily operations, procedures, or tasks.
- Ensure ministry area's material and supplies inventory is maintained accordingly in workstations, storage; and as needed in the Covenant Bookstore.
- Process check requests for vendors or reimbursements for constituents (staff, pastors, volunteers, etc.) accurately and in a timely manner. Maintain an accurate expense log of revenue and expenses by accounts and as directed by the Manager of Administrative Support.
- Formulate queries and reports using information derived from assessments, databases, and/or applications used by SSC.
- Manage and produce incoming/outgoing correspondence, as requested.
- Conduct online research effectively to advance ministry priority's efforts, effectively and efficiently.
- Other duties as assigned, by the Manager of Ministry Services and/or Executive Minister of SSC.

Education and Experience

Required:

- A bachelor degree in Ministry, Business, Communications or equivalent or comparable experience in administrative/operations role, with heavy customer service and project management emphasis, including experience supporting multiple staff.
- Proficiency in Microsoft and Windows applications, databases development and management, and web technologies. Type a minimum of 45 words per minute.
- Experience in cash handling and receipting or bookkeeping.
- Valid driver's license.

Preferred:

- Engagement in a multi-cultural context. Spanish Language Proficiency.
- Experience in a ministry setting.
- Personal engagement with the ECC (preferably minimum of 1-3 years).
- Familiarity with Raiser's Edge.

Skills

- Capable to operate with discretion and confidentiality at all times.
- Works well under pressure and is able to accomplish multiple tasks, with conflicting priorities and timelines.
- Ability to track and report progress on a wide range of tasks, simultaneously.
- Detail oriented, strong organization, prioritization and time-management skills are eminent.
- Excels in attention to detail with high level of accuracy in the preparation of documents, reports, and correspondence.



- Understands administrative and clerical procedures and systems such as word processing, managing files and records, transcription, formatting and designing forms, and other office procedures.
- Capacity to respond to and deal with a range of ad hoc queries/requests.
- Maintains flexibility in approach and adjusts actions when appropriate.
- Coordinates and manage logistics for small and large meetings.
- Excellent management and people skills to embrace diversity of schedules, backgrounds, formats, contexts, etc.
- Mastery of math and English skills.
- Uses critical thinking skills, applying logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to address challenges.
- Self-starter, with the ability to work independently.

Environment Conditions

Able to work well in professional office setting, but occasionally works in remote locales. Must be versatile and able to work for prolonged segments sitting or standing. Must engage frequently with office tools and equipment, such as: computer, copier, phone, web-conferencing equipment, cell communication, printers, etc. Must be able to occasionally lift or move items, less than 35lbs.