

JOB DESCRIPTION
ADMINISTRATIVE COORDINATOR
CAMPUS: BATH



Ministry Area: Sports

Ministry Position: Administrative Coordinator

Time commitment: 20 hours per week, part time hourly, non-exempt status

Report to: Donny Varney, Pastor of Sports Ministry

Position Overview

The purpose for this position is to provide outstanding administrative support for the Pastor of Sports Ministries while also coordinating various sports ministry projects and initiatives.

Essential Job Functions

- Coordinate, schedule and maintain all meetings, calendar appointments, and time commitments for the Pastor of Sports Ministries.
- Act as the primary coordinator for various sports ministry initiatives and projects from start to completion.
- Create agenda items, take effective notes, and provide action items for various meetings.
- Collect, organize, and submit various reports and documents.
- Perform extensive research projects with an end result of simplified options for decisionmaking.
- Regularly collaborate and coordinate with other office personnel and sports ministry volunteers.
- Exemplary customer service skills that successfully addresses individual needs while simultaneously honoring organizational demands.
- Ability and desire to bring and keep the right people together to accomplish a project.
- Strong written communication skills that is both professional and personal.
- Proactive approach in tracking and following-up on a task with a commitment and motivation to move it forward.
- Flexibility to occasionally work from various locations at non-regular times.
- Open-mindedness to learn and master new ideas and concepts.
- Ability to multi-task while still upholding a strong attention to detail.
- General ability to create sharp and dynamic visuals in a timely fashion.
- Exemplary work ethic that is both preemptive and solution-driven.
- Intuitively possess a healthy desire to make things better.
- Occasionally provide administrative support for sports ministry staff and volunteer leaders as approved by Pastor of Sports Ministry.
- Capability of learning and managing complex systems and/or software programs that include having an excellent working knowledge of GraceLINK.
- All other tasks as requested.

Spiritual Life

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

General Requirements

- A committed and faithful attendee of Grace Church, specifically at the campus listed.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Values, and Staff Creed.
- Have attended or is in the process of attending Discovery classes within six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- Handles confidential matters and material with integrity and humbleness within a team environment. Requires an intuitive understanding of sensitive ministry information. Communicates information appropriately.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Has a heart focused on ministry, not just a job.
- Is able to keep confidences and work within a team environment.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Is willing to perform other duties as required in a spirit of servitude.
- Strive for excellence, not perfection.
- Dependability, thoughtfulness, and trustworthiness.
- A professional, yet personal approach to ministry.

Measured By

- 30-60-90 day new hire review by the Sports Ministry Pastor.
- Annual Review by the Sports Ministry Pastor.
- Input from leaders, staff and volunteers.