HIGHPOINT
C H U R C H

Job Description: Multi-Site Administrator

Reports To: Associate Pastor of Sites
Classification: Part-time, hourly

PURPOSE

The Multi-Site Administrator position exists to run the administrative function of site(s) of High Point Church.

RESPONSIBILITIES

- General Administration
    - Receive and process all communications regarding additional campus(es)
    - Keep church database and records up to date at campus(es)
    - Communicate and organize any consultant work (IT, HR, etc) at campus(es)
    - Oversee all HR administration related to the additional campus(es)
- Financial Administration
    - Receive rent payments and other income, routing to HPC for deposit
    - Help create and manage the budget for campus(es)
    - Enforce appropriate financial processes and controls at campus(es)
- Facility Administration
    - Coordinate any maintenance and cleaning occurring at the campus(es)
    - Oversee the facility schedule and develop facility use procedures and policies
    - Manage any tennant relationships

ABILITIES

- Teachable
- Detail oriented
- Organized
- Flexible
- Able to work under pressure and deadlines
- Proactive
- Assertive
- Digitally competent across platforms

SPIRITUAL REQUIREMENTS

Confesses Jesus as Lord and Savior
Leads self spiritually- committed to a vibrant, growing relationship with God
Demonstrates the fruit of the Spirit outlined in Galatians 6
Embraces scriptural standards of behavior in all facets of life
Actively growing in the areas of the HPC staff core values
Agrees substantially with HPC Articles of Faith
Willing to submit to the HPC Constitution and Bylaws

EDUCATION AND EXPERIENCE

- Associate's degree or higher in area related related to administration
- Administrative experience preferred
- Experience with QuickBooks or similar financial software preferred