

**Position Title:** Central Support Coordinator

**Effective Date:** February 2024

**Status:** PT (Approximately 20 hours per week)

**Position Summary:**

As part of the Central Support team, coordinate various internal systems to help support ongoing ministry and staff/leaders as well as meet financial goals. Support various needs as the ministry grows and multiplies to other locations.

**Position Responsibilities:**

1. Be present in the building each day Monday through Thursday and provide urgent facility support as needed along with the below items: 9AM to 2PM.
  - a. Respond to inquiries at the door during the day and after hours using the app.
  - b. Answer main number phone calls and voicemail follow-ups (610-431-9378)
  - c. Admin/info email account management
2. Perform Weekly Accounting support functions
3. Prov cell phone plan employee coordination and support
4. Credit Card and expense reimbursement coordination
5. Rothwell printer coordination, general office supply ordering, and employee support
6. Coordinate staff technology needs with IT Edge as well as coordinate Google Suite setups and updates. Have adequate knowledge of how to use the systems in the building in Rosedale, Darlington, and 1st floor.
7. Manage the planning center directory - ensuring accurate data and coordinating periodic updates in the church. Assist with other system needs including Planning Center calendars.
8. Assist Accounting and HR Director with ongoing projects and tasks, including various church multiplication needs.
9. Primary point of contact for furniture/decor needs and work with Sunday Producer and Facilities Director for design and facility decor alignment.
10. As a part of the Central Support Team, provide input and feedback to help us steward our facilities and funds well. Attend monthly meetings and take follow-up action step notes.
11. Assist with Sunday facility needs when needed and also at special events
12. Biweekly one on ones
13. Attend Staff meetings and retreats
14. All other duties as assigned

**Essential Skills and Experience:**

High school diploma required. Bachelor's degree preferred.  
Experience with Planning Center and Google Suite preferred.  
A clear testimony and ongoing spiritual growth.  
Full agreement with Providence's Doctrinal Summary, Mission, and Vision.  
Fulfills Providence Leadership Covenant Criteria  
Excellent communication and teamwork skills  
Previous and proven sales experience

Attention to detail and accuracy  
An emotionally healthy lifestyle

**Desirable Gifts, Qualities, Skills**

Spiritual Gifts: Administration, Communication, Service

Compassionate, Relational, Approachable, Flexible

Passion for Christ and Liberating/Equipping others for Kingdom service