

**Position Title:** Executive Pastor Administrative Coordinator

**Reports to:** Executive Pastor

**Effective Date:** June 2024

**Status:** Part-time (15-20 hours per week)

**Position Summary:**

Coordinate administrative functions to help lead people to grow in their faith, hope, and love for Jesus. Provide high level administrative support to the Executive Pastor while also working to coordinate various projects and ongoing plans. Use administrative gifts to assist with schedules, meetings, email and phone communication, and various elder and directional meetings, events, or operations functions.

**Position Responsibilities:**

Executive Administrative Duties:

1. Meet weekly to check in with the Executive Pastor and proactively prepare for upcoming events and plans, assisting the Executive Pastor with new and on-going projects.
2. Work directly with the Executive Pastor to provide administrative support as needed and directed. (Taking notes at meetings, credit card reconciliation, Scheduling, Emailing, Assisting with PTO days, & Meeting Prep).
3. Elder team meeting preparations, agendas, minutes, and scheduling. Includes quarterly meetings, prayer times, document support and organization. Policy and procedures organization.
4. Provide Monthly directional meeting support as needed (agendas, document prep, draft minutes and provide materials/food).
5. Coordinate various stewardship tasks and event planning.

**Essential Skills and Experience:**

High school diploma required. Bachelor's degree preferred

A clear testimony and ongoing spiritual growth

Full agreement with Providence's Doctrinal Summary, Mission, and Vision

Excellent communication and teamwork skills

Attention to detail and accuracy

An emotionally healthy lifestyle

### **Desirable Gifts, Qualities, Skills**

Spiritual Gifts: Administration, Communication, Service

Compassionate, Relational, Approachable,

Flexible - ability to work on various tasks and adjust as needed

Bilingual / Spanish preferred

Passion for Christ and Liberating/Equipping others for Kingdom service

Desired skills- Planning Center, Google Drive, Communication, Signup

Genius, Excel Spreadsheets, Project Management, Event Coordination