

Position Title: ProvNorth Administrative Coordinator

Reports to: ProvNorth Lead Pastor

Effective Date: October 2025

Status: Part-time (25 hours/week)

Position Summary

This vital, multi-faceted role supports ProvNorth's mission by providing organizational and creative support for weekly church operations and Sunday worship gatherings. This role works closely with the Lead Pastor to manage communications, scheduling, meetings, and events, while also overseeing the flow and logistics of Sunday services. They collaborate with ministry teams to create Spirit-led, well-executed worship experiences. Strong organizational, communication, and leadership skills are essential, along with a heart for service and a passion for helping others encounter God.

Key Responsibilities

- Meet weekly with Lead Pastor to proactively prepare for and support communications, scheduling, events, staff oversight, team meetings, and church outreach.
- Organize and execute all Sunday "stage" activities, including announcements, videos, music, teaching, guest speakers, communion, prayers, and decor.
- Collaborate with the worship, teaching, tech/production, communication, and Sunday volunteer teams to help create organized, Spirit-filled, and impactful worship experiences.
- Coordinate and communicate with preachers and guests before each Sunday service.
- Oversee "Sunday Pre-Service Team" meeting to logistically, spiritually, and relationally help people encounter God during Sunday worship.
- Support staff, core planting team, and other team meetings and events through planning, preparing, documenting, and following up.
- Work with Lead Pastor on budgeting and expense reconciliation.
- Manage the church's general email and Google Drive accounts.
- Coordinate with ProvWC's Central Support team for location-specific admin needs, including webpage updates, Planning Center updates, and other communication elements
- Help with church-wide special events and outreach as needed.
- Manage church facility calendars and usage.
- Attend staff retreats and meetings.
- Adapt and take initiative as needs arise in the new church.

Essential Skills and Experience

- Bachelor's degree preferred or equivalent experience.
- Experience managing and leading projects, teams, and creative/ministry endeavors.
- Excellent organizational, communication, writing, and teamwork skills.
- Detail-oriented, problem solver who is willing to take initiative.
- Adept with productivity and presentation software and technology.
- Clear testimony, ongoing spiritual growth, and an emotionally healthy lifestyle.
- Full agreement with Providence's Core Values, Beliefs, Mission, and Vision.

Desirable Gifts, Qualities, Skills

- Spiritual gifts: administration, communication, service
- Creative, attentive, flexible, and relational
- Passionate about Christ and equipping others for Kingdom work