



Position Title: Communities Executive Administrator (Full Time; 35 hours/week)

Position Summary

The Communities Executive Administrator will act with little supervision, anticipating needs while managing the day-to-day workflow and prioritizing various projects, which include scheduling, contact management, preparing materials for meetings, and participating in a wide range of special projects. The Communities Executive Administrator will perform, coordinate, and oversee administrative duties for multiple Communities Team pastors while providing executive-level support for the Pastor of Communities.

Key Roles and Responsibilities

- Maintain the schedule, including day-to-day and long-term management of meetings, projects, and priorities
- Schedule all meetings and travel, including prioritizing meetings and communicating all relevant details to participants on behalf of the Pastor of Communities
- Balance conflicting priorities to manage workflow, ensure the completion of essential projects, and meet critical deadlines
- Prepare for upcoming appointments by gathering materials necessary for each meeting
- Handle phone, email, and postal mail inquiries and respond appropriately
- Draft and edit correspondence, articles, reports, and presentations; take minutes
- Coordinate and manage special projects, including working collaboratively with staff to assure projects meet deadlines
- Support the Pastor of Communities in administrative tasks
- Take on tasks to support the work of ministries and overall mission
- Handle basic bookkeeping tasks, credit card reconciliation, expense reporting
- Use various software, including word processing, spreadsheets, databases, and presentation software
- Perform office duties that include ordering supplies and managing a records database
- Provide administrative support for the Associate Pastor of Connections and Membership as needed
- Provide administrative support for the Associate Pastor of Men's Discipleship as needed
- Coordinate and work with other Communities Team Administrators to support the administrative needs of the team overall
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility and kingdom-mindedness. Personally invested in the life of the church

Requirements

- Associate degree in business or related field of study, or proven experience as an assistant or other relevant administrative support experience
- In-depth understanding of the entire MS Office suite
- Ability to organize a daily workload by priorities. Exemplary planning and time management skills
- Ability to anticipate needs, solve problems, and provide solutions

- A proactive approach to problem-solving with strong decision- making skills
- Professional level verbal and written communications skills
- Excellent relationship builder; able to demonstrate a high level of tact, discretion, and diplomacy with all internal and external stakeholders
- Must demonstrate ability to maintain confidential/sensitive information
- Resourceful, strategic problem-solving ability with a fun, positive, “can-do” attitude
- Self-starter—provides strong contribution based upon sound judgment and self-direction
- Loves Jesus, loves the church, loves God’s mission

Staff Expectations

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional Responsibilities as assigned. Servant’s heart for whom no job is too small

Performance Measures

- Getting it Done—ability to perform role and responsibility; work ethic
- Moving the Needle—success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge’s initiative
- Practicing Greatness—commitment to ongoing spiritual, personal, and professional growth.
- Living it Out—strong commitment to living out WoodsEdge’s mission, vision, and values
- Building Teams—seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback—willingness to be coached, evaluated, and held accountable