



Role Description

Position – Administrative Coordinator

Reports To: Lead Pastor

Status: Part Time – Non-Exempt (30 hours a week)

The Administrative Coordinator will develop, oversee, and manage basic office and communication systems in support of CCC Staff and their projects with enthusiasm and excellence.

Skillsets:

- Loves Jesus Christ, CCC, and people with joy in serving others
- Positive attitude, enjoys a challenge, along with excellent communication skills
- Well organized, personally and professionally
- Good boundaries, able to hold staff accountable to deadlines
- Familiar with basic office, administrative, and communication systems
- Familiarity with social media platforms
- Proficiency in MS Office (Word and Excel in particular)
- Proficiency in, or a willingness to learn, Adobe Suite (Photoshop and InDesign)
- Experience with coordinating events
- The capacity to recruit office volunteers

Specific Responsibilities:

- Develop and maintain wholesome, interpersonal relationships with CCC staff
- Supervise the effective operation of incoming mail, emails, and phone calls; ordering supplies and group materials, press releases, copier and equipment maintenance schedules, work with staff to maintain master calendar, etc.
- Prepare Agenda with input from the staff and attend weekly Staff Meetings (Tuesdays, Prayer at 9:30am, Staff Meeting 10-12pm.)
- Enthusiastic about learning new technologies and social media platforms in order to communicate effectively in and through the church

- Oversee the weekly CCC e-News
 - Oversee the weekly updating of the CCC website with upcoming events, Community Group lists, Care Ministries, etc.
- Data entry
- Learn and/or become proficient in Planning Center
- Become a staff liaison to the Financial Team, being willing to make deposits, and become familiar with our online bookkeeping platform (Aptos) and payroll provider (Complete Payroll Solutions) in order to be able to run occasional reports as needed.
- Events and special projects
 - Work with Staff to provide training and accountability parameters for Event Coordinators in adherence to CCC policies.
 - Be sure parameters are clearly understood and followed on each event or special project from start to finish.
- Oversee community wide communication of seasonal event (weather) cancellations or delays
- Maintain strict confidentiality on behalf of our staff, elders, church members, and attenders; any personal needs and/or information with which you may come in contact.
- Update Reference Manual as needed to keep current
- Sunday and/or Special Event Registrations in Planning Center and websites (.church and .info)
- Recruit, Train, Deploy, Monitor, and Nurture (RTDMN) a staff of between 3-5 consistent office volunteers
 - Meet as needed with staff (both vocational and volunteer) to set priorities and problem solve.
 - Monthly birthday (primarily staff, elders, ministry leaders), sympathy, get well cards, etc.
 - Volunteers could eventually cover areas including: Publish Weekly e-News, general website updates, reception/phones, errands, some word processing, small format printing and cutting, reminder phone calls, small and bulk mailings, greeting cards, maintenance of general office files and digitizing needed historical files.

General Responsibilities:

- Maintaining a joyful standard of excellence
- Participate in Quarterly and Annual all Staff planning and training events, as well as staff (fun) outings
- Develop and oversee use of a Work and Room Request Systems, delegating to volunteers as appropriate

- Support staff with their various work requests/projects as needed
- Develop, oversee, and maintain lists of resources in the region for referrals (e.g., houseless resources, approved Christian counselors, etc.)
- Develop and oversee recording and use of current and informative answering machine messages (i.e., update outgoing telephone messages on 3CX as needed-seasonal, weather related)
- Oversee the pick-up of mail and the preparation of outgoing mail
- Oversee completion of seasonal projects/events, including distributing of (emailed) Contributor Statements, Annual Business/Budget Meetings, etc.
- Oversee planning and preparation for Leadership Events, including production of curriculum and training materials
- Oversee packets for guest speakers

Training:

- In-service training and regular training events
- Required reading, etc.
- Consider all opportunities for continued management training in both Christian and secular arenas to attain professional level skills.

Qualifications:

1. Vocational training in this or a related field
2. Minimum 2 years' experience in this or related field

Christian Living Expectations: Per CCC Employee Handbook

Salary: Depends on experience