

Administrative Coordinator

Role	Manages back-office systems, processes, and workflows to maximize ministry effectiveness in a varied and fast-paced environment
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Status	Salary, Full-time
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Requirements	
Skills	<ul style="list-style-type: none"> Solution-side thinking Excels with time and task management Understanding of data systems and reporting Process & workflow development Task/detail oriented with an eye for accuracy Highly organized and energetic; customer-service minded Able to engage with staff and congregation with professionalism, discretion, and warmth
Experience	Administrative Support, Data Management/Administration
Education	College degree preferred
Gifts	Administration, Helps

Responsibilities	
Finance/Stewardship (25%)	Manage financial processes to ensure excellent financial stewardship
Data Administration (25%)	Measure and support congregational engagement through accurate and user-friendly data systems
Human Resources (25%)	Improve systems that support staff culture throughout all stages of staff life cycle
Office Management (25%)	Foster and equip a productive and active office environment

Relationships	<ul style="list-style-type: none"> Reports to Operations Director, Chris Rose Serves as a member of the Staff Team and Fellowship Alliance Chapel
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The purpose of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee holding this position. Employees may be required to perform job-related tasks, within their abilities, other than those specifically presented in this document.