



Administrative Coordinator

Reports to: Executive Ministry Coordinator

Profile: The Administrative Coordinator will exemplify an attitude of service and excellence by creating an environment of service for our office to receive guests and engage volunteers by creating a welcoming environment for office visitors and staff. This position will be part time, at approximately 25 hours per week.

Administrative Coordinator will possess:

- A deep love for Jesus Christ and his people.
- A heart for those who are far from God and in need of finding their spiritual significance in Him.
- Leadership abilities that thrive in a team-based environment.
- A desire to serve others in an attitude of unity.
- Organizational skills that create effective and efficient systems and structure.
- Computer skills that support efficient systems and reports, such as excel, word, and outlook.
- Strong personal communication skills, attention to detail and ability to manage competing priorities.
- A teachable mindset, always seeking to develop personally and professionally.

Core Responsibilities

- Lead and manage all office functions, such as, phones, reception and resources.
- Work closely with ministry leaders, looking for ways to engage volunteers in needed support.
- Recruit, train and equip volunteers, then sustain a team-based volunteer culture.
- Continually identify and train key volunteers to hand off key duties as they arise.
- Maintain office equipment to include requesting maintenance when needed.
- Develop and maintain positive vendor relationship and filing systems.
- Maintain and organize resource/work room to include ordering supplies.
- Perform any additional functions as directed by our Executive Ministry Coordinator.

Qualifications

- Commitment to spiritual integrity, moral purity and healthy relationships.
- Expertise in or ability to learn software such as; Community Church Builder and Microsoft Office.
- Experience in managing office functions and customer service.
- Prior experience in leading and managing people.

Staff Responsibilities

- Participate in all scheduled staff meetings and staff development times as directed.
- Commitment to Northeast through regular attendance, participation in a LifeGroup and giving.
- Serve on our team with a passion for ministry and a desire for excellence.
- Positive, team oriented, friendly and professional servant attitude and demeanor.
- Agreement and commitment to Northeast's Statement of Faith, mission, vision and values.

Send your resume and cover letter to summer.mcauley@nebc.ch for consideration.