



PROVIDENCE CHURCH

Providence Church is a growing church in the suburban area of Frisco, Texas. Our mission “to glorify God by making disciples through the gospel, in community, and on mission” fuels our philosophy of ministry. Therefore, everything we do, every ministry we engage in, and every program we promote must align with our great desire to glorify God by seeing the gospel change individual lives.

Position: *Director of Administration*

Purpose of Position

The Director of Administration provides administrative support in carrying out the operational responsibilities of the church office. This individual is also the primary administrative assistant for the executive pastor.

Requirements

Primary Duties & Responsibilities:

1. Uphold the vision of Providence Church: *To glorify God by making disciples through the gospel, in community and on mission.*
2. Scope of responsibilities:

Church Administration

- Data management, record-keeping, and reporting
- Office management: point of contact for all visitors, mail, emails, phone calls, benevolence requests, solicitors, church-wide mailers, etc.
- Manage church-wide events and calendar, including requests for internal and external events
- Maintain policies and procedures
- Oversee facility (point of contact for vendors; scheduling repairs, annual inspections, and access controls)
- Maintain office supplies and equipment

Human Resources/Finance

- Handle the new hire process of employees (part-time and full-time)
- Process weekly contributions
- Credit card reconciliation
- Maintain insurance and retirement accounts
- Manage bill-pay process
- Point of contact for accounting vendors: payroll, bookkeeping, deposits, audits, etc.
- Point of contact for online giving vendor and donors
- Responsible for end-of-year reporting



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Expectations

1. A faithful follower of Jesus Christ, actively seeking a deeper relationship with him.
2. Fulfills the duties required of Providence Church covenant members as outlined in the membership covenant.
3. Exhibits a servant's heart for ministry to the body of Christ.
4. Disciplined and diligent with their time, keeping a balance between home and work.
5. Recognizes that working with a team is essential to successful ministry. It is expected that they work closely with other staff and church members.
6. Maintains confidentiality with sensitive church information.
7. Proven leadership and administrative strength.
8. Track record of self-leadership and ministry support.
9. Strong with people.
10. Very strong in proactively identifying and completing work that needs to be done.

Knowledge and Skills

Excellent knowledge and understanding of the gospel and Bible. Must be a leader of leaders and a team builder. Great at building systems and processes. Proficient at multi-tasking, time management, prioritizing, and organization. Be an innovator with a desire to constantly improve overall efficiency. Must maintain confidentiality regarding church information. Ability to work with and maintain positive, loyal relationships with others. Ability to maintain professional attitude and emotional stability when dealing with difficult or stressful situations. Equivalent work-related experience. Proficient use of QuickBooks. Strong computer skills are crucial with a working knowledge of Microsoft Office.

Direct Report: The Director of Administration reports directly to the Executive Pastor.

Schedule: Full-time with benefits

Vacation: Two weeks plus one week at Christmas

Salary: TBD

The job description is not a comprehensive listing of activities, duties, or responsibilities required of the employee. It is an overview of the responsibilities, expectations, and skills of the aforementioned position.