

Executive Coordinator



Purpose: The purpose of the Executive Coordinator is to stay five steps ahead of their leader, tracking all of the administrative details, and clearing the path for him or her to make their greatest contribution to Kingsway. The most important responsibility of the Executive Coordinator is to ensure that administrative tasks and projects are completed with a high level of efficiency, confidentiality, accuracy, flexibility, and positivity in order to support the initiatives of the Executive Pastor and Lead Pastor.

Duties and Responsibilities:

- Provide day-to-day support to the Executive & Lead Pastors by handling regular tasks and consistently taking initiative to find other ways to lend support, lead when needed and handle items that come up with little direction. Could include things like:
 - Meeting management including agendas, taking notes, coordinating meals & supplies and distributing action items.
 - Communicating on the Executive Pastor and Lead Pastor's behalf both internally and externally.
 - Email management on behalf of the Executive Pastor and Lead Pastor.
 - Complex calendar management and scheduling (both personally and professionally) on behalf of the Executive and Lead Pastors.
 - Support with maintaining proper file storage systems, making copies, handling correspondence and additional administrative support as needed.
 - Varying personal and professional administrative tasks including, but not limited to, booking appointments, research projects, coordinating travel, and ordering gifts/flowers, etc.
 - Greet appointments and act as host to visitors.
- Supports the Elder Board, which includes Lead Pastor, through communication, providing necessary documents and resources when needed, maintaining the candidate selection process, scheduling meetings with and on-behalf of the Elders and coordinating and storing Elder Meetings Minutes.
- Maintain updates required by Lead & Executive Pastor to the overall Calendar Map for Kingsway.
- Maintain full understanding of office processes, procedures & systems in order to provide guidance to teams as support as able (directed by XP).
- Help support overall office management with the Ops Team, such as mail, schedules, breakrooms, name plates, etc.
- Provide back-up support, as needed, to teams.
- Other duties as assigned by Executive or Lead Pastor.

Qualifications & Requirements:

- High School diploma or equivalent required; 3-5 years related experience and/or training
- Competencies, Skills & Experience: Mature Christian | High initiative and self-starter, confidence to handle tasks with little direction | Strong Communication skills (Verbal & Written) | Relational | Ability to maintain a high level of confidentiality
- Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, volunteer background information and medical information. It is expected to keep this confidential at all times.
- Must be a member of Kingsway Christian Church and be a positively engaged participant. Shows commitment toward Kingsway's Mission, Vision, and Cultural Behaviors & Beliefs.
- Schedule: This position is full-time, Monday-Thursday (32 hours), along with other needs that arise