



Executive Coordinator

FLSA: Non-Exempt | Full-Time (30 Hours)

Accountable to: Director of Ministry

Position Scope: Ministry **Job Band:** Yellow Band

Mission & Purpose: This role exists to provide administrative support for the Director of Ministries.

Duties and Responsibilities:

- Provide day-to-day support to the Director of Ministries 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:
 - Schedule appointments and coordinating calendars
 - Coordinate meals & supplies for meetings
 - Maintain proper file storage systems
 - Make copies, review, organize and send emails, and assist with correspondence as needed.
 - Process expense reports & arrange travel
 - Greet appointments and act as host to visitors
 - Type notes, research and sermon outlines
 - Misc. clerical support as assigned
 - Help build staff engagement within ministry division by coordinating 'staff engagement team' under the direction of the Director of Ministries
- Lend support, guidance, oversight and build comradery among all support staff within the ministry division, by:
 - Maintain full understanding of office processes & procedures in order to lend support, guidance and to ensure all staff are following the proper procedures
 - Track duties that are not assigned to one individual and divvy up among support staff depending on schedule, time availability, etc. (Ex: Mail, Breakroom, etc.)
 - Train any new hires on how to support ministry teams at an administrative level
 - Maintain a back-up system to ensure all support staff roles are able to be covered in the event a support staff is on leave, terminates employment or is otherwise unavailable
 - Build comradery among the support staff
- Provide support to certain ministry areas, under the direction of the Director of Ministries to assist with data entry, room reservations & finance processes. Support Community Life Department in a few additional areas: Baptism Process | Kingsway Membership Process | "I'm New" Process
- Support Director of Ministries & Ministry Division with key major events happening on Kingsway's campus: Assist in planning & implementation | Communicate with staff, volunteers and partners as needed | Purchase supplies, submit receipts to finance, track budgets | Room Reservations | Work to Communications to ensure promotion of events

Qualifications & Requirements:

- High School diploma or equivalent required; 3-5 years related experience and/or training
- **Important Qualities, 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
- Schedule: This position is full-time, Monday-Thursday (30 hours), along with other ministry & campus needs that arise

Employee Signature

Date

Supervisor Signature

Date

Human Resources Signature: _____