

Weekend Services Team – Administrator

Job Description
2018

Position: Weekend Services Team Administrator
Ministry: Weekend Services
Reports To: Weekend Services & Teaching Pastor
Hours: Part time (20 hours/week)

Position Summary: The primary role of the Weekend Services Administrator is to support the vision, priorities and goals of the Weekend Services area through administration. This also includes direct support of the Weekend Services & Teaching Pastor.

Primary Responsibilities:

Weekend Services Administration

- Assist in the research, planning and purchasing for large gatherings and events (Christmas, Easter, Big Baptism Services).
- Oversee Green Room supplies, housekeeping and restocking.
- Assist in the planning, coordination implementation of specified team events (meetings, team gatherings, retreats).
- Attend monthly GFC admin meetings, learn church database programs, input yearly reservations.
- Communicate on behalf of the weekend services team when applicable.
- Maintain the Weekend Services section of the GFC main website.
- Attend all “All hands on Deck” GFC global events as needed.

Pastoral Support

- Assist in the coordination of meetings and provide necessary resources for set meetings.
- Provide communication, email support and filtering for Weekend Services Pastor.
- Assist in the managing and maintaining of team agenda items.
- Bringing appropriate agenda items to the forefront as a means to accomplish administrative goals.

Financial

- Monitor use of ministry funds in accordance with budgets. Provide budget updates weekly.
 - Submit check requests/reimbursements upon receipt
- Partner with ministry director to determine annual ministry budget.
 - Process all Tallie reports for monthly credit card statements for Department card holders
 - Utilize Intacct for ministry budget purposes.

Qualifications Required:

- 5+ years of professional experience
 - Devoted Christ-follower
 - Teachable; self-motivated
 - Able to work independently as well as on teams
 - Demonstrated ability to manage teams
 - Demonstrated ability to manage multiple projects simultaneously
 - Ability to handle confidential/sensitive information
 - Highly collaborative style
 - Experience developing and implementing communications strategies
 - Excellent writing/editing and verbal communication skills
 - Relationship builder with the flexibility and finesse to "manage by influence"
 - Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program participants, and other supporters.
- Forward looking thinker, who actively seeks opportunities and proposes solutions.
- Detail oriented

Working Hours and Conditions:

Business hours / exceptions

- Part time; 20 hrs/week
- Regular office hours and available after office hours for meetings/appointments when necessary
- Flexibility to work weekends for services and special events

Working environment:

- Works in an open or office setting in the GFC office suite with desk, computer, phone and files close by.

Travel requirements and expectations:

- Occasional one-day offsite staff meetings, several times a year.
- Mandatory multiple-day staff retreat, once a year.

Other GFC All-Staff Expectations:

- Attend weekly all-staff meetings (Thursday mornings – approx. 1.5hr)
- Use Outlook software to integrate work schedule, reply to meeting requests, etc.
- Respond to voicemail requests within 24 hours
- Participate in several mandatory “All Hands on Deck” events:
- GFC “Home” Decorating Party for Christmas 2018
- Christmas take down decorations party
- Christmas Eve Services & Easter Services –
- At weekend services, save parking spaces closest to facility for guests & members

Salary:

Varies based on experience and capability. To be discussed in hiring process.