

Position: Ministry Coordinator/Admin (Arlington)

Reports to: Arlington Campus Pastor

Supervises: Volunteers

Position Type: Full Time, Non-Exempt (Hourly)

Purpose

To provide administrative support for the areas of responsibility of Ministry Area Leader

Experience

- 3-5 year's administrative or clerical support experience for a large team or department
- Strong communication skills both written and verbal
- Excellent organization and prioritization skills
- Ability to build effective individual and team relationships
- Ability to manage multiple priorities
- Have strong computer skills, proficient in Microsoft Outlook, Word and Excel and have the ability to learn and use new computer software

Key Responsibilities

- Directly manage all administrative details of the Lead Ministry Pastor
- Manage and plan meetings and events to include personal calendars, meetings, travel, team meetings/agendas, and special events
- Manage all communication and integration among team members, congregation members, and community to ensure high levels of touch, effectiveness, collaboration and follow through; includes e-mail follow up, written and verbal communication
- Coordinate ministry initiatives, MAPS, and daily tasks of specific ministry area as directed by Lead Ministry Pastor
- Model discipleship by making disciple making disciples

Measurements of Success

- Model the Church of Eleven22's mission, purpose, and core values.
- Making of Disciple making disciples.
- Efficiently meets deadlines.
- Anticipate needs of team
- Strong communication (verbal and written) and interpersonal skills
- Manage confidential and sensitive information with discretion