



Wellspring Church - Administrative Coordinator

Position/Title: Admin Specialist

Compensation: TBD

Department: Wellspring Church

Reports To: Executive Pastor of Wellspring Church

- Hours: Part-time hourly position (6-8 hours per week); 90-day evaluation period.
- Monday on-site (staff meeting), Tuesday - Thursday remote working with an option for on-site; flexible working hours and location; off Friday and Saturday.

Purpose: This position is responsible for supervising and coordinating, along with the Executive Pastor, all administrative functions of the Wellspring Church, and working closely with other staff members to coordinate the activities, events, and systems. This position would be actively involved, as part of the staff team, in carrying out the vision and ministry of the church.

Responsibilities

- General office oversight (church phone, info email, post office)
- Schedule and maintain our church-wide calendar
- Schedule and coordinate staff and other meetings (creative, leader rallies, team training, partnership, etc.)
- Collate and distribute mail if needed
- Prepare and distribute internal communications, such as emails, invoices, reports, and other correspondence for teams and groups
- Write and edit documents like letters, reports, and instructional documents
- Capture, organize, and distribute minutes of meetings if needed
- Maintain our CCB database (creating and maintaining processes, groups, and database)
- Organize and maintain Trello
- Update and maintain Wellspring's website and The Why website
- Project manage aspects of our ministry map (helping to organize and streamline the organization of our processes and systems)

Key Skills

- Decision-making: having to make independent decisions daily, addressing the best way to handle specific tasks.

- Communications and collaboration: Must be able to collaborate with other staff members, volunteer leaders, and volunteers daily.
- Organizational skills: Organization and prioritization are the core elements of responsibility. You must know how to keep yourself and others organized and how to determine which tasks are the most important in a given list and given day.
- Writing: Spelling, punctuation, sentence structure, and writing are essential to an Admin Specialist, who must be proficient in a variety of styles, from creative to professional to technical to education and more.

Administrative

- Check and promptly respond to emails and Trello board
- Attend weekly staff meetings
- Attend yearly staff planning and vision retreats
- Attend a monthly one on one with the Executive Pastor

Skills and Experience you'll need

- Bachelor's Degree; or equivalent experience
- Spreadsheets and organization excite you
- Excellent communication skills
- Proficient in GSuite
- Being a project manager
- Multi-tasker who loves lists
- You love to have fun
- An evident and active relationship with Jesus Christ
- Biblically knowledgeable
- Spiritual maturity

This job description is not exhaustive or complete and is subject to change as the ministry and as our church grows.

Start Date:

Print Name: _____ Date: _____

Signature: _____