

ADMINISTRATOR - POSITION DESCRIPTION

POSITION TITLE

ADMINISTRATOR

JOB SUMMARY

The Word Church Administrator will have a desire to unify staff and volunteers in the goal to support the Executive Pastor and Leadership team. The Administrator is proactive in making sure the church represents love and excellence as we engage our members and community. This individual is very professional, efficient, and has a keen sense for details. The Church Administrator's duties are broad, but include the items listed below.

ESSENTIAL JOB RESPONSIBILITIES

- ✓ Work with Leadership to Develop, Implement, & Enforce Organizational Policies & Procedures
- ✓ Advanced writing for Senior Pastor and First Lady
- ✓ Administrative support to the Executive Team
- ✓ Support with coordinating, planning, and executing church events
- ✓ Proofread and edit internal and external correspondence (announcements, slides, graphics, letters)
- ✓ Maintain Brand quality & Merchandising
- ✓ Identify, develop, and deploy volunteers to assist with projects, events, etc.
- ✓ Establish Crisis Management guidelines
- ✓ Create electronic filing system

REQUIRED SKILLS

- ✓ Proven leadership and organizational skills
- ✓ Extraordinary interpersonal skills and professionalism
- ✓ Exceptional communication skills (verbal and written) with knowledge of grammatical principles and standard proofreaders' marks
- ✓ Able to multi-task and delegate as needed
- ✓ Superior attention to detail
- ✓ Sound ability to:



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- Work effectively in both independent and collaborative settings
- Adapt to shifting schedules, priorities, changes, and workloads
- Function under pressure in an ever-changing environment
- Follow through on assigned projects, providing timely updates as needed
- Render guidance and direction in development of support staff and volunteers

GENERAL QUALIFICATIONS

- ✓ At minimum, a bachelor's degree and 5 – 10 years of experience in administration or a related field, with experience in a non-profit environment strongly preferred
- ✓ A vibrant and growing personal relationship with God, with commitment to Christian principles and teachings

SALARY / WAGES

Compensation, which is negotiable and salary-based, will be determined with respect to a candidate's qualifications and experience.

APPLICATION

Apply at wordcity.org