

FAIRVIEW

FELLOWSHIP CHURCH

Title: Administration Lead

Job Type: Part Time (10 hours/week)

Primary Role: Assist staff team by overseeing in-house communications, scheduling, and other administrative details that streamline ministry.

Reports To: Executive Ministry Lead

MINISTRY DESCRIPTION

The Admin Lead role is a part-time, hourly position at Fairview Fellowship Church. This individual will manage the Planning Center database and associated Planning Center programs. Additional responsibility to recruit, train, and lead a team of volunteers committed to serving in various administrative tasks.

ESSENTIAL RESPONSIBILITIES & DUTIES

Spiritual Health & Personal Integrity

At Fairview we believe that God is more concerned with what he is doing IN us than what he may desire to do THROUGH us. For this reason every staff member and volunteer's personal spiritual health is of utmost importance.

- Personal Faith - Pursue a growing and personal relationship with Jesus Christ above other relationships and responsibilities.
- Time Management - Pursue balance of time for family, personal life, and ministry.
- Relational Boundaries - Use wisdom and discretion in all relationships, with special attention to relationships with the opposite gender.
- Social Media - Social media is an extension and expression of life. Post, share, and comment in ways that honor Christ, affirm the values of FFC, and edify the community of believers we serve.

Office Administration

Admin lead will oversee weekly organization and execution of tasks related to staff support, office management, and church communication.

- Planning Center - Manage database (People) and coordinate details across PC Registrations, Calendar, Groups, and Services.
- Reception & Hospitality - Lead admin volunteer team that serves at front desk to welcome guests, answer phone & email, and facilitate facility usage across all ministries.
- Purchasing & Receiving - Responsible for making tax exempt purchases on behalf of the staff, submitting receipts and vouchers, and distributing packages and mail.
- Staff Ministry Support - Support the staff by note taking during meetings as well as printing, cutting, and organizing materials for various ministries.
- Communications - Assist with communications by updating website and creating, sending, and monitoring church wide emails.

Necessary Knowledge, Skills, and Abilities

- Ability to recruit, train, and equip Admin Team members
- Communicate clearly, thoroughly, and in a timely manner with lead pastor, staff, volunteer team members, and church attenders
- Prioritize hospitality when interacting with guests and confidentiality regarding all in-house data and business
- Resourcefulness in finding creative solutions to obstacles in ministry
- Strong attention to detail and organization
- Willingness to learn ins and outs of various Planning Center modules

Education and Experience

- Committed, growing, mature believer (See “Spiritual Health & Personal Integrity)
- Practical experience in office administration, communications, and team leadership
- Degree or study in fields related to communications, administration, or leadership

This description is intended to describe the general requirements for the performance related to this position. It is not intended to be an exhaustive list of duties, responsibilities, or requirements as other duties may be assigned