

Eastfield Campus Administrative and Communications Coordinator

Full-Time (40 hours)

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Position Overview:

The Eastfield Campus Administrative & Communications Coordinator is a vital support role that strengthens ministry execution and communication across the campus. This full-time position ensures timely, professional, and efficient execution of administrative tasks while serving as a reliable hub for ministry leaders, campus events, communication, and guest services support. The right candidate will be a proactive, detail-oriented, and Christ-centered team player who thrives in a collaborative, Spirit-led environment.

Core Values of the Role:

- **Christlike Character:**
Displays humility, dependability, integrity, and spiritual maturity.
- **Team-Oriented Communication:**
Keeps ministry leaders and pastors informed and supported with timely and accurate information.
- **Detail-Driven Excellence:**
Manages tasks with accuracy, consistency, and foresight.
- **Availability:**
Maintains regular on-site presence during business hours to support ministry leaders, volunteers, and guests.

Qualifications:

- Must be 18 or older and able to pass a criminal background check
- A strong and growing relationship with Jesus Christ
- Excellent written and verbal communication skills
- Administrative, communication, or office management experience (church or nonprofit preferred)
- Detail-oriented and tech-comfortable with task tracking and time-sensitive projects
- Experience with Planning Center, Canva, Mailchimp, or similar platforms is a plus
- Able to lift/move light materials for events or building setups

Primary Responsibilities (Admin & Operational Support):

- Under campus pastor supervision, maintain budget tracking and financial documentation: process receipts, submit check requests, and update the budget worksheet.
- Purchase supplies and manage food orders for ministry events using the PEX Card.
- Meet vendors on site; manage deliveries; coordinate pickups from Arrowood as needed.
- Perform weekly facility walk-throughs to identify maintenance needs.
- Ensure initiation, follow-up, and completion of all maintenance tasks — including vendor coordination and final review to confirm resolution.
- Answer or return phone messages and check the campus mailbox (within 24–48 hrs).
- Enter new guest information into Planning Center workflows and ensure follow-up steps are initiated.
- Support Sunday Worship services, weekly staff meetings, and other ministry-related gatherings.

Schedule Expectation:

- 40 hours/week; includes Sundays and some evenings as needed for events or ministry support.
- Regular on-site availability Monday–Thursday (or agreed upon schedule, flexible depending on events and ministry needs).

Expanded Administrative Oversight:

- **Ministry Leader Support:**
 - Serve as the first point of contact for ministry leaders needing resources, updates, or facility access. Respond to all ministry-related texts or WhatsApp messages within 1 business day.
 - **Calendar Management:**
 - Maintain the campus calendar in Planning Center. Ensure accurate room reservations, event logistics, and minimal scheduling conflicts.
 - **Meeting Coordination:**
 - Schedule monthly ministry leader and deacon meetings. Send reminders, take notes, and update Google Docs with key takeaways.
 - **Volunteer Onboarding:**
 - Manage volunteer onboarding tasks such as initiating background checks, collecting forms, and tracking completion — especially for Children's and Youth Ministry roles.
 - **Team Training Support:**
 - Assist with logistics, communication, and material preparation for internal ministry trainings and volunteer onboarding sessions.
 - **Sunday Team Support:**
 - Be available to assist with signage, setup needs, and last-minute requests to ensure smooth Sunday operations.
 - **Funeral & Wedding Support:**
 - Assist with coordinating facility usage, setup needs, communication to relevant ministry
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Communications & Media (Expanded Role):

- Take full ownership of the Eastfield Weekly Newsletter: write, format, proofread, and distribute a professional, informative, and timely email to the congregation each week.
 - Support or fill in for social media posting and scheduling when needed; proactively respond to all direct messages or comments on church platforms within 24–48 hours.
 - Coordinate with graphic designers to ensure timely event graphics for Sunday screens, Planning Center, and digital platforms.
 - Ensure church-wide (global) and local events are correctly displayed on the website and integrated into all relevant communication channels.
 - Handle incoming Special Ministry Needs forms and route them to the appropriate ministry leader or team.
 - Update street-level banner signage as needed to reflect upcoming events and outreach efforts.
 - Alert pastoral staff immediately if negative or sensitive comments are posted online about the campus or church events.
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Efficiency & Communication Standards:

- Communicate ALL event changes, calendar updates, building usage changes, and key ministry information in a clear and timely manner to the individuals and teams affected.
 - Maintain an internal log or checklist of ongoing and completed administrative tasks.
 - Follow up with ministry leaders and pastors to ensure nothing falls through the cracks.
 - Maintain consistent availability during agreed-upon office hours (established with the Campus Pastor), including being responsive to in-person, phone, and digital communication requests.
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