



Executive Administrator – Fair Haven Church

Position Description (Full-time)

MISSION

The Executive Administrator will help people find their way back to God by providing leadership to essential ministry areas of the church.

Position Grade: Full-time/Salary

Reporting Relationship: Fair Haven Lead Pastor

Ministry Teams: Operations Team, FH Guest Services Team

Member of Cross-Campus Teams: Campus Operations Team, Guest Services Team

PURPOSE

The Executive Administrator will help provide ministry support, development, and management under the direction of the Lead Pastor. In addition, the Executive Administrator will provide strategic administrative leadership and development to the ministry leadership team and key ministry area teams.

RESPONSIBILITIES

- Provide administrative leadership to the Lead Pastor, Executive Pastor and to all ministry teams
- Lead ministry support, development, and management under the direction of the Lead Pastor
- Supervise administrative support staff
- Ensure that communications are prepared in an efficient manner in accordance with the Harbor Churches Communications Director.
- Communication liaison between Ministry Leadership Team and the Communications Director
- Oversee the arrangement, the production and distribution of all print communications, connection cards, connecting point memo, all worship center seatback contents, etc.
- Ensure that accurate minutes are being recorded and properly distributed for designated ministry team meetings
- Ensure accurate and consistent Planning Center database management in order to provide follow-up and tracking with guests and partners
- Manage and implement administrative systems of the campus
- Engage all technology, web, and mobile applications used by the campus, including Slack, Asana, Planning Center and Google Drive
- Events Management: coordination, collaboration, and communication
- Assist in coordinating requests with IT and office equipment repair
- Oversee all Guest Services teams and systems, including Connecting Point Hosts, Cafe Team, Greeters
- Ensure that all volunteers are recruited, trained, and equipped to lead the various aspects of the Guest Services ministry
- Organize and delegate the follow-up strategy for guests who attend worship services and

events with the ministry leadership team and staff

- Make Guest Services volunteers feel energized and cared for in their volunteer experience
- Assist with planning and coordinating congregational meetings and church-wide events, such as Discover FH, Partnership classes, Easter Palooza, Fall Fest, and others as assigned
- In collaboration with the Harbor Churches Strategic Asset Manager, assist in coordination of the Fair Haven facilities team, including the Facilities Support, Custodian Support, and Maintenance Support as it relates to facility usage

REQUIREMENTS

The Executive Administrator position is a Full-time salaried position. Minimum requirements for the position include experience in the administrative field, attention to detail, a technological aptitude, a high-level of organizational and interpersonal skills, the ability to handle multiple projects, and a desire to recruit, equip, and empower volunteers. Sunday mornings are considered a workday for this position. As with all church staff positions, the Executive Administrator must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

Thank you for your interest in employment opportunities at Harbor Churches. To apply for the position, please follow the steps listed below. If you have questions about specific positions or the application process, please email Harbor Churches Human Resources at hr@harborchurches.org.

To Apply:

- Complete an online application found at the following link: <http://goo.gl/forms/dqPMxPO1iM>
- Submit your resume and cover letter to:
 - ◆ careers@harborchurches.org
 - ◆ Include a SUBJECT line of: YOURLASTNAME Yourfirstname, Title of Job Opening