



Executive Administrator – South Harbor 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: South Harbor Executive Pastor

Ministry Teams: Ministry Leadership Team, Campus Care Team, Operations 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 Executive Pastor. In addition, the Executive Administrator will provide strategic administrative leadership and development to the ministry leadership team, campus care 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
- Arrange the production and distribution of all print communications, connection cards, connecting point memo, all worship center seatback contents, and so on
- Ensure that accurate minutes are being recorded and properly distributed for all ministry team meetings
- Ensure accurate and consistent PCO 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
- Oversee and organize building rental contracts and communications with the patrons and staff
- Assist in coordinating requests with IT and office equipment repair
- Oversee the preparation and the maintenance of the Campus Care Team (CCT) material and assist with the nominations process as needed

- 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 a follow-up strategy for guests who attend worship services and events
- 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 SH, Partnership classes, Easter Palooza, Fall Fest, and others as assigned
- In collaboration with the Harbor Churches Strategic Asset Director, assist in leading the South Harbor facilities team, including the Facilities Support, Custodian Support, and Maintenance Support

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