

Position Description

FH Administrative Support

Staff Member: Open Position



Executive Administrator | Fair Haven Church

Position Type	Full-Time	Position Grade	Salary
Classification	Exempt	Budget Hours	Average 40 hours per week; 2080 hours per year
Reporting Relationship	Fair Haven Executive Administrator		
Ministry Teams	Harbor Churches All-Staff; FH Staff; FH Operations Team		
Cross-Campus Teams	Harbor Campus Operations Team, Harbor 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 ministry teams.

Responsibilities

- Executive Operations:
 - Provide administrative support to Lead Pastor, Executive Pastor and to all ministry teams
 - Lead ministry support, development and management under the direction of the Lead Pastor
 - Review Campus Supervisor's annual calendar
 - Supervise Administrative Support staff
 - Administrative support for Superintendent/Pastors monthly prayer meeting
 - Provide administrative support for Campus Care Team meetings and nominations process
 - Ensure that accurate minutes are being recorded and properly distributed for designated ministry team meetings
 - Assist with planning and coordinating campus ministry gathers and church-wide events
 - Assist with OneHarbor events including campus coordination for OneBaptism
 - Point person for Fair Haven building closures/cancellation decision
- Communications:
 - Ensure that communications are prepared in an efficient manner in accordance with the Harbor Churches Communications Director
 - Communication liaison between Ministry Leadership Team (MLT) and the Communications Director
 - Coordinate the campus communications calendar
- Guest Services:
 - Oversee all Guest Services teams and systems, including Connecting Point Hosts, Food 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
 - Ensure accurate and consistent Planning Center database management in order to provide follow-up and tracking with guests and partners
- Additional:
 - Engage all technology, web, and mobile applications used by Harbor Churches: includes Google Suite (Gmail & Tasks, Google Drive, Calendar, Docs & Sheets); Database: Planning Center Online (PCO); Slack; Microsoft Word & Excel; and other software/technology tools
 - Aid in implementing administrative systems of the campus
 - Regularly attend campus staff meetings and Harbor Churches All-Staff meetings
 - Attend meetings and collaborate with Harbor Operations & Guest Services cross-campus teams

Position Description

FH Administrative Support

Staff Member: Open Position



Requirements

Minimum requirements for the position include experience in the administrative field, attention to detail, a high technological aptitude, a high level of organizational and interpersonal skills, the ability to handle multiple projects, and a desire to equip volunteers. As with all church staff positions, the Administrative Support must have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

Primary Schedule

Sunday Coverage for Sunday Worship Services

Monday-Thursday Core office hours

Friday & Saturday Standard days off/Sabbath Note: Some weekend hours may periodically be required for special events

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

Please copy and paste this web address in your browser: https://harborchurches.formstack.com/forms/employment_application or scan the below QR Code to complete an online application and to submit a resume and cover letter.

