

WINDSOR VILLAGE CHURCH JOB DESCRIPTION

Job Title: Administrative Coordinator
Reports to: Min. Craig Barnett, Director of Christian Education & Family Ministries Team Lead
FLSA Status: Non-Exempt/ Full-Time (40 hours/week)
Team: Christian Education / Pastoral Staff Member
Pay Range: Commensurate with Experience

A. General Summary and Purpose

This position provides administrative and clerical support to the Director of Christian Education and staff faculty and consultants, including the educational offerings, and handling communications between the Windsor Village Church Family (WVCF), ministries, faculty members, and the WVCF members. Provide administrative support to the Men's Ministry.

B. Responsibilities/Major Job Duties

Christian Education – provide administrative support.

1. Answer, screen, and refer incoming calls or other inquiries for the Christian Education department.
2. Assist visitors, members, and the public with concern and empathy; respect their confidentiality and privacy; and communicate with them in a courteous and respectful manner. Follow up with people needing assistance as requested. Foster a Christian, positive, loving, and service-oriented disposition towards the public.
3. Assist the director with the day-to-day operations of small groups.
 - a. This includes Victory Wednesday (VW) Small Groups and weekday GROW Groups utilizing various management systems.
 - b. Conduct subject matter research and provide reports as requested.
 - c. Assist with communications between the Christian Education's office and other WVC staff and leaders.
 - d. Organize and prioritize large volumes of information and call on behalf of the director.
 - e. Assist the director in the management of his/her schedule. Schedule individual coaching sessions for the director.
 - f. Type and design general correspondence, memos, and PowerPoint presentations.
 - g. Make travel arrangements.
 - h. Maintain filing system, including a topical resource file system.
 - i. Order books, supplies, and other resources as needed, and/or as requested.
 - j. Know who and how to contact WVCF staff in case of an emergency.
 - k. Prepare, submit, and maintain records of check requests, deposits, supply orders, and other related activities in a timely manner. Track and reconcile budget for expenditures.

- l. Generate and facilitate requests for room space, audio-visual needs, security, and other needs as requested by the director.
- m. Assist the teaching staff/consultant faculty members in the preparation of Bible Study/Small Groups materials.

4. **Men's Ministry - provide administrative support.**

- a. Prepare and submit Ministry Leadership information to COM.
- b. Assist COM with Brothers Only Worship.
- c. Order and or purchase food/supplies for scheduled events.
- d. Support Warrior Tuesdays with scheduled meeting spaces.
- e. Prepare, submit, and maintain records and other related activities in a timely manner.

5. Manage other work as assigned by the senior pastor or other executive-level leaders and staff.

6. Perform other duties, as assigned.

C. **Knowledge Required and Personal Qualifications**

- Five years' experience in a high-level, multi-task role as an administrative assistant to a very busy executive.
- Proficiency with Church management system and MS Office are required.
- Must possess analytical, strong oral, written, and communication skills.
- Excellent organizational skills with the ability to manage multiple projects and tasks.

D. **Contacts Within/Outside of the Church**

Daily contact with staff and management of Windsor Village Church, The Kingdom Builders' Center, and other separate corporations founded by the Church.

E. **Keys to Success**

Ability to adapt readily to change, be flexible, a self-starter, and available to work additional hours when necessary. Must bring a willingness to accept last-minute rush assignments and experience in analyzing information, making decisions, and problem solving. Must be detail-oriented and well organized. Must have the ability to maintain a positive attitude at all times, with exceptional human relations skills for communicating at all levels of the organization, as well as patience for a high volume of telephone contacts.

F. **Work Schedule**

The basic work week is 40 hours per week. Workdays and hours will be determined. Must be able to work occasionally during the evenings and some weekends.

G. **Supervision Exercised**

This position will involve no direct or indirect employees reporting to it.

H. Work Environment

The responsibilities of this position will be conducted in a normal office environment with acceptable lighting, temperature, and air conditioning.

I. Physical Effort

This position is physically comfortable, requiring the ability to walk and stand. The incumbent should be able to occasionally lift or move items that are 20 lbs. or less.

J. Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please send your resume and cover letter to hr@wvumc.com or mail to:

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