



TRINITY PRESBYTERIAN CHURCH

CHARLOTTE, NORTH CAROLINA

STAFF TEAM JOB DESCRIPTION ADMINISTRATIVE COORDINATOR

REPORTS TO: Church Administrator
DIRECTLY SUPERVISES: N/A
STATUS: Part-Time (25 hours per week)
DATE: 2019

JOB SUMMARY

The Administrative Coordinator works with the Church Administrator and Senior Pastor to provide administrative assistance, data entry, and additional work for the church.

ESSENTIAL FUNCTIONS

- Compile, edit, and publish all worship and funeral bulletins. Assist ministerial staff with details involving worship services.
- Maintain the master church calendar. Schedule any church and non-church events and coordinate with Buildings & Grounds Ministry Team and Facilities Technician.
- In conjunction with the Worship Ministry Team, maintain schedules for weekly sanctuary flowers and ushers for worship and funeral services.
- Maintain columbarium niche reservations, order plaques and work with Buildings and Grounds Ministry Team regarding interments. Order plaques for memorial garden interments.
- Data entry, included but not limited to:
 - Contributions to individual contributor records and record all other receipts to appropriate general ledger receipt accounts. Prepare quarterly contributor statements and end of year charitable contribution reports for contributors at the Church Administrator's request.
 - Memorial contributions, acknowledging receipts both to non-member contributors and the family of the honoree.
 - Invoices and check requests.
- Additional tasks as directed by the Church Administrator.

OTHER RESPONSIBILITIES

- Attend weekly staff meetings.
- Maintain and order office supplies.
- Maintain elder visitation list in conjunction with the Congregational Life Ministry Team.
- Maintain confidentiality and discretion regarding sensitive information.

MINIMUM QUALIFICATIONS

Preferred BA/BS

Preferred 2-3 years of experience

PHYSICAL REQUIREMENTS

Requires hours of sitting and using office equipment and computers.

Occasional lifting of supplies and storage boxes.

Converse with a wide variety of people on various issues.

CORE COMPETENCIES

- **Interpersonal Skills:** Demonstrates the ability to work with all kinds of people. Engages people positively, with a demeanor of optimism and abundance. Demonstrates the skills of active listening and practices good discernment. Productively engages and resolves interpersonal conflict. Understands the value of discretion and how to use it. Holds others accountable in a spirit of love.
- **Technology:** Possesses proficient skills in Microsoft Office Suite, general data entry and overall computer competency.
- **Process Management:** Able to discern the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow.
- **Problem Solving:** Uses rigorous logic and methods to solve difficult problems with effective solutions; works with fellow team members to probe all fruitful sources for answers; can see hidden problems; is excellent at analysis; looks beyond the obvious. Asks for help when needed.
- **Resourcefulness:** Seeks answers and information when needed. Knows who to ask, connects with other people and leaders on the team.
- **Team Player:** Contributes to the process of sharing best practices, identifying and solving common problems.
- **Prioritization and Time Management:** Addresses various tasks and assignments with a large-picture view, taking care of most important tasks first. Meets deadlines.