



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

Brushy Creek Administrative Coordinator

Job Classification: Non-Exempt; Part Time; 25 hours per week

Date: July 2019

OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:

1. People at the Brushy Creek Campus (congregation, visitors, community) are valued and cared for with timely, warm and accurate responses to phone calls, emails, and in person visits.
2. The Campus Staff Team receives effective administrative support that moves the vision forward to saturate Greater Austin with the love of Jesus.
3. Guests, members, leaders and volunteers receive clear and consistent communication; Sunday morning service teams have the tools they need to serve with excellence (set up/tear down, ushers/greeters, service flow, etc.)
4. The campus is running smoothly and able to expand due to your organization of the ongoing database, schedules/calendaring, credit card reconciling, communication, collaboration and other administrative gifts.
5. Supplies and resources are managed well so everyone has what they need for weekend services, weekly programs and other gatherings at the office commons or in the community, and for special events.
6. Effective collaboration with Central Support Teams, including the Communications Team to ensure the vision of “One Church in Multiple Locations” is carried across print, web, email, social media and all other communication channels.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

1. Weekly meetings with Campus Pastor(s) and other key staff for review/preview of all ministries and for specialized assignments; other weekly meetings include, but not limited to Brushy Creek Staff Meetings, Administrative Coordinators, and Unite (all church) Staff Meetings.
2. Administrative coordination across multi-faceted ministry areas including: Worship, Children, Students, Connections, Small Groups, Men’s/Women’s, Communications, Benevolence, Global Outreach and Community Impact to ensure implementation of the mission and vision, under the direction of the Campus Pastor(s).
3. Respond to phone calls, emails, and in person visits – ensure that a warm, yet professional tone is continuously modeled, and that people receive the highest level of customer service; redirect people as needed to the appropriate pastor/leader across all ministries/campuses.
4. Manage office and administrative needs for ministry and staff including credit card processing, church wide database (Arena, Shelby, PCO, ServiceU), maintaining spreadsheets, running reports as needed, and other duties as assigned.
5. Maintain Brushy Creek specific web pages, bulletin blurbs and other communications for accuracy and timeliness.
6. Recruit, train, schedule and appreciate volunteers. Coordination with Connections Director and Sunday morning ministry Operations volunteers (set-up/tear down, coffee/communion, campus control, etc.) for execution of Sunday morning ministry; serve in various areas for weekend services and special events.
7. Lead the organizational, detail and support aspects for community events sponsored by the campus
8. Manage the office space-including volunteer help, scheduling of meetings & vendors, facilities upkeep & safety.
9. Serve as part of the overall HCBC Staff to support the vision/mission, live out Church Goals, collaborate with other ministries, and fulfill assignments and projects as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Mature follower of Christ who is aligned with the mission, vision, values and core beliefs of Hill Country Bible Church
2. Availability to work Sundays, Christmas Eve, Easter and occasional evenings as needed
3. Gifts of administration with proven strengths in project management, computer competencies, Microsoft Office (Outlook, Word, Excel, etc.), capable to quickly learn: Arena, Service U, Pages, Planning Center Online, and other tools
4. Competent, friendly, professional; able to build trust and make people feel welcomed and valued

5. Experience as a lead volunteer in the context of a local church; expected to complete “Discover Hill Country” and become a church member within 3 months of hire (if not already a member).
6. Proactive learner – eager to be coached (taking next steps spiritually, personally and professionally); not afraid to ask questions, seek help and find solutions
7. Physically able to stand for long periods and carry objects up to 25 pounds

CULTURE AND CLIMATE:

1. Position reports to Brushy Creek Campus Pastors (currently Scott DeSanders and Steve Mielke) and works closely with all Campus Staff and lay leaders
2. Staff culture is goal-oriented, collaborative, with accountability; priority of personal evangelism
3. Core Values: Responding to God’s Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves