



# HILL COUNTRY

## BIBLE CHURCH

### **JOB DESCRIPTION**

### **EXECUTIVE ADMINISTRATIVE COORDINATOR**

Job Classification: (Non-exempt, Part Time; 15 Hours per week)

Date: April 2019

### **JOB SUMMARY**

The purpose of this role is to coordinate the daily activities of the Lead Pastor, in partnership with the Executive Project Manager, to further the mission of saturating Greater Austin with the love of Jesus. Through your attention to detail, organizational strengths and administrative support, the Lead Pastor, Executive Team and Project Manager will function optimally and keep focused on the highest priorities.

### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Daily presence in the Lead Pastor's office to manage calendars, answer phones, meeting setup, and other related administrative assignments.
2. Daily review of, and response to, Lead Pastor's public-facing email and Facebook.
3. Responsible for booking travel and arranging itineraries for Lead Pastor.
4. Partner with Executive Project Manager to manage Lead Pastor's calendar to include scheduling of internal/external meetings, coordinating attendee availability, and arranging resources.
5. Work with Executive Project Manager to maintain strategic church partner relationships.
6. Support the team in fiscal responsibility, to include credit card balancing, delivery of reports and other financial requests in a timely manner.
7. Maintain sermon and message archival through both physical and digital file maintenance.
8. Maintain Elder records and manage the process of Elder board member transitions.
9. Provide organizational support for Lead Pastor and Elder events.
10. Attend weekly one on ones, as well as weekly administrative and staff meetings.
11. Record comprehensive notes during meetings and provide a written summary to all relevant parties with action items, next steps, etc.
12. Individual commitment to spending time with God daily, encouraging the people God places in your life to take their next steps spiritually, and sharing authentically your own transformation.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Experience as an Executive Assistant or Coordinator is preferred
2. Proven ability to manage projects, people and initiatives; gift of administration
3. Weekly availability Mon-Friday approximately 8:30m-11:30am
4. Self-starter with strong work ethic; excellent time management skills
5. Exceptional communication skills (verbal, written, social media, etc.)
6. Proficient technical skills (computer, office software, etc.); proactive learner and problem-solver
7. Theological and philosophical alignment with Lead Pastor and Hill Country Bible Church
8. High integrity and ability to work in sensitive and confidential matters on a regular basis

### **CULTURE AND CLIMATE:**

1. Position reports to Executive Project Manager and Lead Pastor
2. Staff culture is goal-oriented, collaborative, with accountability
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves