

OFFICE MANAGER & EXECUTIVE MINISTRY COORDINATOR

ROLE DESCRIPTION

Position Summary: The Office Manager and Executive Ministry Coordinator is, in many ways, the “face and voice” of 3Crosses to our staff, the church and the outside world.

Our Office Manager serves as first responder to men and women in our congregation who have questions about our ministry, are looking for connection with our church, or would like to connect with a Pastor for care or biblical counsel. Likewise, the office manager works with all our staff for centralized requests such as calendaring and ministry planning and serves as liaison for many outside groups who utilize our facility. Our Executive Ministry Coordinator works as an executive assistant to our Executive Pastor and helps to carry out high-level projects for our executive leadership team.

Key Areas of Responsibility:

1. Office Manager

- Oversee Church-wide Calendaring System.
- Serve as Liaison for Funeral/Memorial/Wedding requests.
- Order Materials for ministries when needed.
- Assist with staff/church-wide communications.
- Help with special projects as needed.
- Serve as first responder for breakdowns in Office Machines.
- Serve as liaison for outside groups and facility use requests.
- Oversee office receptionist staff.

2. Executive Ministry Coordinator

- Serve as administrative coordinator for Executive Pastor.
- Coordinate staff-wide meetings, projects, communication, etc.
- Work on special projects for executive leadership team.
- Other tasks as assigned.

Category: Full-time w/ Benefits; Ongoing (after three-month probationary period).

Uplink: Danny Strange, Executive Pastor

For more information or to apply for this position, please contact Dani Dance, Human Resources (dani@3crosses.org)

CANDIDATE PROFILE

Overview: Based on the position summary, the Office Manager and Executive Ministry Coordinator must be a friendly, mature, outgoing individual with a heart for ministry in the local church as well as skills and experience in managing staff, projects and tasks.

Spiritual Gifts:

- Hospitality, Administration, Service, Helps, Leadership

Heart:

- Passionate about 3crosses' purpose, process and ministry distinctives.
- Recognizes the value and weight of representing 3Crosses in this role.
- A love for people and helping them find connection with our church and/or resources.

Abilities:

- Carry out tasks with efficiency and excellence.
- Maintain productivity and positivity amongst interruptions.
- Graciously say "no" to requests we are not able to accommodate.
- Learn the technology required to oversee various programs and systems.

Personality:

- Friendly, outgoing, warm, confident, professional.

Experiences:

- Working with customers/clients/congregants and staff.
- Providing high-level administrative support.
- Project management and metrics/data.
- Overseeing staff/volunteers.