



christ lincoln

Office Coordinator

Department: **Operations**

Wage Type: **Full Time**

FSLA Exemption: **Exempt**

Revision Date: **March 1, 2021**

Responsibilities

The Office Coordinator (OC) is responsible for supervising the operations of the Church office and staff as well as providing administrative support to the Director of Ministries (DOM). *The OC must insure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The OC must lead by example; maintain high core values and CL Mission.*

Supervisor: Chief Operations Officer

- I. Accounts Payable
- II. Special projects as needed
- III. Operate with an Outward Mindset
- IV. Assist with policy creation and revisions as needed.
- V. Research best practices for operations and administrative tools to ensure the office is running efficiently and all staff needs are met.
- VI. Administration and oversight of the phone system.
- VII. Assist with front desk duties as needed: answer phones & assist anyone who walks in.
- VIII. Point of Contact for Wedding Coordinators and wedding process suggesting improvements when necessary.
- IX. Responsible for Facility Rentals at both Sumner and Yankee Hill Campus utilizing volunteers whenever necessary.
- X. Point of contact and oversight of DataShield contract, Postage Meter, Copier Machines and Van Reservation.
- XI. Point of contact for Library Circle to include purchasing of supplies and associated accounts payable.
- XII. Take Operations meeting minutes as necessary
- XIII. Manage & Develop Director of Ministries, Leadership & Operations Agendas
- XIV. Devise and maintain a digital and paper office filing system.
- XV. Supply ordering and inventory.

Recipients: Director of Ministries

- I. Collect and compile data points weekly and as needed for external meetings.
- II. Assist with the agenda for Church Staff meetings
- III. Take meeting minutes as necessary (Leadership, Director of Ministries, All Church Staff)
- IV. Accounts Payable

Coworkers: Coordinators

- I. Update and record donor data
- II. Serve as administrator of current Security Grant Award.
- III. Partner with Technology Coordinator on Key Fob Acknowledgements and issuance.

Direct Reports: Front Desk AA, 211 Yankee Hill AA

- I. Supervise the Front Desk AA, and 211 Yankee Hill AA
- II. Assign projects as needed
- III. Develop and maintain a Front Desk Manual and keep up to date with best practices
- IV. Improve the efficiency of the Front Desk
- V. Manage the scheduling of Front Desk staff to meet the office needs

Competencies

The OC shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. The ability to read, write, and comprehend the English language.
- II. Troubleshooting skills to process breakdowns to create and implement solutions.
- III. Excellent verbal and written communication skills.
- IV. Strong organizational skills with attention to detail.
- V. Ability to multitask and prioritize daily workload.
- VI. The relationship skills to effectively present information & respond to questions from groups of managers, customers, & the public.
- VII. AV experience desired but not required.
- VIII. Ability to define problems, collect data, establish facts, and draw valid conclusions.
- IX. Process/systems analytical skills with the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- X. Ability to take the initiative and be a self-starter.

Abilities

The OC should exemplify these skills: organization and time management. Professionalism, positive attitude, accountability, respect and excellence are all skills and values expected in this role. A strong sense of discretion, confidentiality and accountability is required. You are also required to act ethically, build trust through reliability and authenticity and admit mistakes. Refer all unethical actions to the Director of Staff Engagement.

Qualifications

Three years of experience as an Executive Administrative Assistant or Office Manager required. Proficiency in Microsoft applications and Google Suite required. Must be able to work consistently 8 AM - 4 PM, Mondays through Fridays with some flexibility built-in. Must complete "Basics" classes and Christ Lincoln membership is preferred.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.