



ROLE DESCRIPTION

NOTE: This role is currently full time (40 hrs), with the option to trim for part time capacity (20hrs)

Position Title:	Executive Administrator	Reports To:	Operations Director/ Lead Pastor
Department:	Operations	Supervises:	Volunteers

Position Purpose:

SUMMARY: To support the Lead Pastor by providing high-level administrative coordination, overseeing office operations, financial systems, and database management, while shepherding the Café team and partnering with the Operations Director to ensure effective ministry support and operational excellence.

Job Description

RESPONSIBILITIES

The following are the core responsibilities of the role and estimated percentage of time devoted to each area:

1. (20%) **Office Management:** In conjunction with the Operations Director, to provide general oversight of the inner-office systems including space reservations, mail distribution, break room and office supply inventory, hardware upkeep, and internal communications.
2. (20%) **Cafe:** To lead and oversee Sundays Cafe team. Responsible for the purchasing and organization of all inventory, scheduling team volunteers, cultivating team connection, and creating a hospitable cafe for our church family.
3. (20%) **Executive Assistant:** Provide direct administrative support to the Lead Pastor, managing schedules, communication, and coordination to ensure the Pastor's time and priorities align with the overall mission and ministry of the church.
4. (15%) **Financial Support:** In conjunction with the Operations Director, to provide ongoing oversight of the budget, timecards, weekly giving, approval and distribution systems, while maintaining ongoing payment systems.
5. (15%) **Core Ministry Support:** In conjunction with the Operations Director, and when able, to provide prioritized tactical support to the administrative needs of the core ministries and events (i.e. space, groups, connections, youth, etc.).
6. (10%) **Database Champion:** To provide general oversight of Awakening's database management system, ensuring usability and efficiency.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- College degree or equivalent
- Experience in general operating systems
- Proficiency in Microsoft Word, Excel, and Google Workspace

REQUIRED SKILLS

- Problem Solving
- Organizational Agility
- Managing Through Systems
- Creativity

SPIRITUAL GIFTS

- Administration
- Serving
- Discernment

PHYSICAL LABOR REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to physically stand, bend, squat, and lift up to 25 to 30 pounds (NOTE: pending on role)