

**Purpose:** Facilitate the mission/ministry of the church by effectively implementing, performing or delegating and supervising all aspects of administration.

**Reports to:** Senior Pastor

**Personal characteristics (attitudes)**

- Keeps commitments
- Respects confidentiality
- Humble (respectful, teachable)
- Good work ethic
- Warm, inviting, hospitable
- Team player who relates well to others
- Empowering (servant leader)
- Organized, detail-conscious yet flexible
- Initiative (self-starter)
- Able to handle stress

**Skills**

- Direct, honest, loving communication
- Creative problem solving
- Project orientation
- Scheduling
- Able to form and lead a team
- Computer literate
- Bookkeeping aptitude
- Identify skills/gifts in others

**Duties, performed or delegated (see p.2 for detail of each bullet point)**

- Contribute to the church-wide leadership team with prayer, relationship, support and expertise in assigned areas of responsibility
- Responsibility for all aspects of administration (policy, procedures, projects, purchasing, scheduling, staffing, accounting, office communications and information technology management)
- Supervise and lead employees and volunteers as a servant leader (Identify, recruit, train, evaluate, release, monitor, encourage and support)
- Initiate and maintain communications with all areas of the church
- Establish and maintain order and a pleasant working environment in the office
- Responsibility for all aspects of property management (leases and rentals, facility maintenance, district/city)
- Function as Secretary of the Corporation (Board of Directors)

**Working Conditions**

- Part-time (32 hours per week)

**Commitments**

- To Jesus Christ and Biblical living
- To the purpose and goals of the Seattle Vineyard
- To the process of team formation

**Benefits**

- Paid medical benefits
- Paid leave: 11 holidays, 10 vacation days, 5 sick days per year (all pro-rated based on 40-hour work week, and to end of calendar year for the year of hire)
- Employer retirement contribution after 1 full year of employment
- The satisfaction of meaningful work with a great team!

## **Duties (Perform or Delegate)**

- Contribute to the church-wide leadership team with prayer, relationship, support and expertise in assigned areas of responsibility
  - Participate in weekly staff meetings
  - Provide administrative support to staff, missions and ministry areas (copies, phone calls, emails, support letters, etc.)
- Responsibility for all aspects of administration (policy, procedures, projects, purchasing, scheduling, staffing, accounting, office communications and information technology management)
  - Policy – create, maintain and implement policy related to staff, office and building (with board)
  - Procedures – create, maintain and implement procedures to help provide efficiency and order for office and building
  - Projects – for office and building projects: gather and research information, hire, consult, oversee
  - Purchasing – office supplies, building supplies, ministry supplies
  - Scheduling – maintain facility schedule, handle rentals/subleases, post weekly events, contact vendors for maintenance and repairs
  - Staffing – hire and supervise custodial staff, coordinate office volunteers
  - Accounting – make weekly deposits, supply hired bookkeeper with deposit and billing information, submit employee hours for payroll, provide budget information to ministry leaders, etc.
  - Office & Information Technology Management – maintain office equipment (copier, computers, etc.)
- Supervise and lead employees and volunteers as a servant leader (Identify, recruit, train, evaluate, release, monitor, encourage and support)
- Initiate and maintain communications with all areas of the church
  - Serve as communications hub linking church members, pastoral staff and outside contacts
  - Answer phones, mail and emails, distribute emails, newsletters, other mailings as needed
  - Post information as appropriate (on-site bulletin boards, social media, website)
  - Prepare weekly worship service bulletins and other event-related publications
- Establish and maintain order and a pleasant working environment in the office
  - Offer hospitable welcome to guests, vendors, etc., including benevolence requests/inquiries
  - Keep office space organized and presentable
  - Oversee custodial aspect of office and building management
- Responsibility for all aspects of property/building management
  - Serve as Vineyard property manager for long-term leases and shorter-term rentals
  - Oversee all facility repairs, maintenance and capital projects, in coordination with board and staff
  - Serve as primary contact for security and (building-related) emergencies
  - Liaise with University District and City on property-related matters, including historic preservation
- Function as Secretary of the Corporation
  - Attend board meetings
  - Keep board minutes
  - Maintain corporate records
  - Provide monthly financial reports