



# JOB DESCRIPTION

OFFICE COORDINATOR | BETHANY CHRISTIAN CHURCH

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**POSITION TITLE:** Office Coordinator

**EFFECTIVE/REVISED:**

**DEPARTMENT:** Operations

**REPORTS TO:** Operations Director

**CATEGORY:**

<input type="checkbox"/> EXECUTIVE	<input type="checkbox"/> DIRECTOR	<input checked="" type="checkbox"/> STAFF
<input type="checkbox"/> PASTOR	<input type="checkbox"/> MINISTER EXEMPT	<input type="checkbox"/> NON-MINISTER

**PAYROLL STATUS:**

<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	<input type="checkbox"/> WEEKLY HOURS
<input type="checkbox"/> EXEMPT	<input type="checkbox"/> MINISTER EXEMPT	<input checked="" type="checkbox"/> NON-EXEMPT

**01. Summary of Position:**

The Office Coordinator will be responsible for providing general administrative support to all ministry areas so that Jesus will be exalted as Savior and that the purpose, mission and vision of the church will be enhanced.

**02. Duties and Responsibilities:**

- Schedule Difference Makers to support certain ministry teams both mid-week and Sunday mornings
- Greet visitors and direct them to the appropriate offices
- Keep inventory of office supplies, kitchen supplies, and cleaning supplies and place orders when necessary
- Receive and appropriately store incoming supplies and packages
- Take ownership of maintaining a clean and organized office space
- Coordinate office activities and operations to ensure efficiency and compliance to church policies in the following areas:
  - Incoming/outgoing phone calls and correspondence (e-mail, letters, packages etc.)

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- General service calls (ie. copier, phone system, facility repairs)
  - Facility use requests and approvals (ie. weddings, baby showers, etc.)
- Create and update records and databases with personnel, financial and other data
- Process weekly offering
- Coordinate cleaning schedule with custodial personal to maintain a clean welcoming building environment
- Maintain campus specific facility use calendar and building lockup schedule
- Oversee general facility maintenance
- Assist with campus specific large event preparation and setup
- Provide administrative support for operations team
- Assist ministry teams whenever necessary

*Perform other responsibilities as assigned by supervisor. Bethany Christian Church reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.*

#### **03. Requirements:**

- Fully committed follower of Christ
- Champion of vision, values, and culture of Bethany Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity and confidentiality
- Ability to convey a positive professional image
- Outstanding written and verbal communication skills and strong interpersonal abilities
- Strong knowledge of Microsoft Office Suite and Google Suite
- Ability to multitask and prioritize projects
- Customer-service oriented
- Able to complete complex administrative tasks with minimal supervision
- Excellent organizational skills
- Familiarity with office management procedures and basic accounting principles

#### **04. Employment Understanding:**

- Agreement to abide by Bethany Christian Church Ministry Team Handbook, Core Values and Beliefs.
- Agreement to conduct them self on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership and being a positive representative of Bethany Christian Church



## J O B   D E S C R I P T I O N

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- Attendance at Ministry Team meetings and department meetings is required
- This person will write semi-annual 6x6 goals, obtaining supervisor approval.
- During non-business hours he or she should be available for emergency work