

Job Description



Position title:	Administrative Director	Reports to:	Executive Pastor/Lead Pastor
Exempt/non-exempt:	Exempt	FT/PT/Temporary:	Full-Time
Position overview: The Administrative Director shall oversee and provide leadership to this major ministry area by ensuring efficient operation of all office functions; assisting with church financial duties; working with the Lead Pastor, Executive Pastor, and staff to implement the mission and priorities of Trinity; and assisting ministry area(s) with support in the completion of projects/tasks as needed in a timely manner. This position is an extension of Trinity Church and its mission. (Matthew 22:37-39; 28:19-20; Ephesians 4:11-16).			
Qualifications: <ul style="list-style-type: none"> • Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others. (Matthew 22:37-39; 28:19-20; Romans 12:9-18). • Understanding of the gospel, its implications in everyday life, and a commitment to making disciples who make disciples. (Romans 1:16-17; Matthew 28:19) • Agree with, is willing to abide by, and perform all job responsibilities in accordance with Trinity's mission, priorities, values, and Statement of Faith. (I Corinthians 12:12) • Proficiency with office productivity software (Microsoft Office) and technology. • Knowledge of human resources practices and legal compliance. • Attention to detail and strong organizational skills. • Able to accept direction, take initiative, and be a ministry team player. • Excellent communication, interpersonal, and problem-solving skills. • Proven experience in a senior administrative or management role. • College degree or 2 years' experience in related field, preferred. 			
Primary responsibilities: <ul style="list-style-type: none"> • Manage Trinity's office, including but not limited to: oversee daily administrative operations and ensure efficient office procedures, database master administrator, Human Resources, assisting with financial duties, purchasing, website, Weekly Email, Prayer Email, medical/dental insurance, property/liability/work comp insurance, maintain vendor relationships and contracts, first contact for weddings and funerals, etc. • Supervise and oversee the spiritual health and development of Administrative Assistants, Database Coordinator, and Bookkeeper. • Act as a strategic partner, providing administrative support to the Lead Pastor and Executive Pastor. • In coordination with Executive Pastor, maintain computer network, including equipment, programs, storage and backups. • Provide general office support for staff, leadership, volunteers, and congregation. • Serve as back-up for other administrative assistants to assist with heavy workloads, or during breaks, vacations, and illnesses. • Work with Executive Pastor to develop, implement and oversee the annual budgeting process. • Establish deadlines, receive and oversee timely production of congregational meeting documents. • Recruit, develop and lead a healthy volunteer team, if needed. • Answer basic questions about Trinity's faith, provide religious resources, and pray with callers or visitors. (Ephesians 4:11-16) 			
Work environment: <ul style="list-style-type: none"> • Work in cooperation and maintain good relationships with Trinity staff, leadership, volunteers, and congregation. • Supervision of Administrative Assistants, Bookkeeper, and Database Coordinator. • Midweek, weekend and holiday hours may be required. Occasional time off may be granted with prior approval. 			
Compensation: <ul style="list-style-type: none"> • This salaried position is at-will and compensation will be based on experience, competency and responsibility. • Benefit information, if any, is available upon request, or will be provided when an offer of employment is made. • Resignation is requested in writing to their supervisor at least four weeks prior to the date of effectiveness. 			