



Administrative Coordinator

Can you do administrative air traffic control? Is juggling multiple projects your niche? Do you know how to manage your manager's time, schedule and to do list? Can you see problems before they exist? Are you the kind of person who knows that PROPER PLANNING is the key to proper execution?

If you answered YES to all those then we need you YESTERDAY. You will support a growing staff and help navigate pre-cursors to events, calendar scheduling, database administration, registration and follow-up with stakeholders.

Every candidate must:

- Internet proficient
- Mac comfortable
- G-suite savvy
- Time management guru
- Able to prioritize quickly
- Team-player
- Independent workhorse

Ideal candidates:

- Church database experience
- Elexio familiarity
- Managing calendars and events in a church setting
- People with flexible schedules
- Experience creating and managing GANTT charts
- Project management

One-in-a-Million Candidates:

- Touchpoint software experience
- Would consider relocation assistance for a final candidate with confirmed 2-5 years experience with Touchpointe

On a day to day basis you would work with an-everybody-has-each-other's-back team of professionals supporting ministry execution. You will facilitate, support and aid in the operational execution of day to day ministry activities.

This is a career move and not a job. Working parents will find flexibility not frustrated managers. Position is Full-Time (M-F), Employer match on 401K, Paid Health, Dental & Vision. Annual Salary is \$38,000.