

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Executive Coordinator

Summary: The Executive Coordinator provides administrative support and coordination for Senior Leadership Teams including the Church Council, Executive Director, and Executive Pastor/Head of Staff, and manages two direct reports.

Location: Bethany Central Services (office at Bethany Green Lake)

Reports to: Executive Director

FLSA Status: Exempt, Full-time

KEY RESPONSIBILITIES

- Provide administrative support and coordination for BCC Senior Leadership Teams, including, but not limited to:
 - Council communications (agenda, meeting materials, meeting minutes); Council Committees and Task Forces, Teaching Team and Lead Pastor Meeting Plans; BCC Strategic Planning (Annual Planning, Annual Meeting)
 - Provide administrative assistance to Executive Director including direct reports and strategic work
- Provide oversight and management of the Central Services Administrative Assistant and the Multi-Site Administrative Assistant
- Provide administrative assistance to Executive Pastor/Head of Staff, including but not limited to: All Staff Meetings and special event support, scheduling, prioritization, problem-solving, and crisis management
- Perform general duties as assigned, including but not limited to:
 - Engage and equip congregants to assist with administrative responsibilities
 - Participate as a member of the Bethany Community Church Staff
 - Perform other duties as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Excellent verbal and written communication skills
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing
- Bachelor's degree and three to five years relevant work experience, or an equivalent combination of education and experience required
- Excellent interpersonal skills
- Ability to handle confidential information in a mature and professional manner

- Strong project and time management skills, with the ability to manage competing priorities in a fast-paced environment

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Monday through Friday, 40 hours/week
<i>Physical Demands:</i>	Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience
<i>Benefits:</i>	Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.