

SUPPORT AND DEVELOPMENT

WEEKEND ADMINISTRATIVE COORDINATOR

REPORTS TO: EXECUTIVE CREATIVE PASTOR
RELATES CLOSELY WITH: EXPERIENCE TEAM
CLASSIFICATION: FULL-TIME // SALARY
WORK DAYS: SUNDAY - THURSDAY

The Weekend Administrative Coordinator role exists to support the Executive Creative Pastor (ECP) who is responsible for Worship, Production, Creative, and online teams at Flatirons Community Church. By connecting weekend teams with campuses, facilitating projects and meetings, and ensuring that day-to-day operations are efficient and effective, this role is pivotal in setting up an excellent weekend experience to support the vision of Flatirons Community Church: to bring the awesome life of Christ to people in a lost and broken world.

PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.
- Highly organized, structured, and able to manage multiple projects at one time
- Proactive and forward thinking
- Creative thinking and problem solving

PROFESSIONAL QUALIFICATIONS

- Experience with project management preferred.
- Ability to multitask and manage multiple projects at one time
- Proven time management skills and detail oriented.
- Excellent written and verbal communication skills.
- Communicate and represent vision of experience team and lead team.
- Ability to take initiative and embodies "see the need, meet the need" work ethic.
- Experience with Microsoft Office Suite and teams, Monday, and Planning Center.

PRIMARY RESPONSIBILITIES

- Manage scheduling for ECP and Experience Team including organizing and maintains the master planning calendar and planning center.
- Communicate weekend details, service schedules, and weekend updates to church staff.
- Manage ECP email and sending communications on behalf of ECP.
- Organize and prepare for meetings, including gathering documents, weekend assets and attending to logistics of meetings.
- Purchasing and/or locating props or illustration assets for teaching team as well as stocking broadcast campus green rooms.
- Coordinate travel arrangements as it relates to Experience Team and weekends.
- Manage and maintain weekend series processes.
- Work with weekend support teams to manage weekend assets and deliverables.

OTHER RESPONSIBILITIES

- Collaborate with worship, production, creative, and online teams on special projects.
- Ordering and delivering meals for meetings or events as it relates to Experience team.
- Create excellent meeting environments.

