

WEST CAMPUS ADMINISTRATIVE COORDINATOR

REPORTS TO: WEST CAMPUS PASTOR

RELATES CLOSELY WITH: WEST CAMPUS PASTOR, WEST CAMPUS STAFF AND VOLUNTEERS, OTHER CAMPUS STAFF

CLASSIFICATION: PART-TIME//HOURLY

The West Campus Administrative Coordinator is a part-time role which provides exceptional support to the Campus Pastor and serves the broader campus team with ministry-related administrative tasks and initiatives. This role may include occasional weekend and evening hours.

PERSONAL QUALIFICATIONS

- Submits their life to God and the authority of His Word.
- Understands and supports Flatirons 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.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Is a relational team-player.
- Uses humor to connect with people.

PROFESSIONAL QUALIFICATIONS

- Superior communication skills, written and verbal.
- Positive, professional, self-starter who possesses the ability to organize, adjust and prioritize responsibilities with minimal direction and supervision.
- Ability to handle/maintain confidential information with discretion, diplomacy, and tact.
- Ability to multi-task with excellent time management.

PRIMARY RESPONSIBILITIES

- Assists with managing/coordinating the Campus Pastor's calendar and email; may respond to emails and voicemails on their behalf.
- Coordinates events/meetings from inception to completion.
- Captures minutes and action items during meetings and supports the team with necessary next steps.
- Assists campus ministries as needed: event planning and coordination, weekend set-up and prep, errands, volunteer appreciation and correspondence.