

TITLE: Administrative Coordinator
REPORT TO: Lead Pastor
MINISTRY AREA: Administration, Operations, and Finance

ROLE SUMMARY

At the direction of the Lead Pastor, the Administrative Coordinator supports the work of the church through various administrative, operational, and financial responsibilities.

QUALIFICATIONS

- Excellent communication skills, both written and verbal
- Ability to manage communication across an organization
- Adaptable to change in a fast-paced environment
- Ability to focus on multiple tasks and projects
- Extremely organized and detail oriented
- Highly relational and professional with all people and organizations
- Self-disciplined in a work-from-home and office environment

RESPONSIBILITIES

Executive Support

- Assist with the development of essential administrative and financial workflows
- Assist with church communication (emails, social media, print, website)
- Oversee church management database
- Identify and collaborate to address administrative, financial, or organizational issues
- Provide support to additional staff and Leadership Team, as appropriate
- Collect and submit denominational reporting, including worship attendance, service, offering, etc.

Operations

- Answer phone and emails
- Schedule meetings (finance, creative team, board meetings, etc.) and assist with meeting details (communication, food, etc.), as needed
- Check P.O. Box regularly
- Order materials online as needed (handouts, promotional gifts, etc.)

Financial Secretary

- Assist with routine bookkeeping and monthly financial reports
- Manage donor database
- Deposit checks and cash

EXPECTATIONS

- 25 hours per week, with option for work from home
- Attend Board and Finance meetings
- Attend regular staff meetings, when applicable
- Use of Planning Center Online, Dropbox, Google Drive, and other digital subscriptions

COMPENSATION

Salary: \$32,000

PTO: 6 Weeks



CIRCLE OF HOPE CHURCH



Circle of Hope Church, a city church for North Linden.

Mission: Make new disciples of Jesus Christ in the North Linden neighborhood, for the transformation of our church, our community, and our world.

Key Characteristics: Real, Inclusive, Diverse, Jesus-Followers

Critical Actions: Dynamic Worship, Intentional Relationships, Risk-Taking Service

Our story: Many have often felt the church, and therefore the Kingdom of God, is closed for them. They aren't allowed to belong, because of their sexuality, their lifestyle, their background, their beliefs. Circle of Hope Church invites everyone to join the Circle, to find hope, to be loved, to belong. There is room for everyone.

About: Circle of Hope is a new United Methodist Church located in the North Linden neighborhood of Columbus, Ohio. Intentional gatherings and service begin Summer 2022, weekly worship expected to begin Fall 2022.

Leaders and Partners of Circle of Hope Church commit to working towards and struggling with the following Rule of Life:

- Connect Relationally
- Grow Spiritually
- Serve Regularly
- Give Generously
- Reach Intentionally

Founding Pastor: Rev. Allyssa Graves

Founding Leadership Team:

Alli Kisker	Leadership Team Chair and Acting Secretary
Sandra Wycoff	Board of Trustees Chair
Hope Roberts	Staff-Parish Relations Chair
Andrew Alderman	Finance Chair and Treasurer
Stacy Brannan-Smith	Member
Quana Foxx	Member
Lyndsey Johnston	Member
Julia Orban	Member