

Bethlehem Covenant Church

Job Description: Administrative Coordinator

Bethlehem Covenant, located in South Minneapolis, desires to love God and love our neighbors. The BCC community is seeking a (title here) who will provide people-facing interaction (in-person, phone, email, etc.), administrative coordination, and volunteer leadership for day-to-day ministry at Bethlehem Covenant. We are a team-based staff that works together to support the overall ministry functions of the church and one another. This position provides the “glue” that keeps our team working together through communication, detail-management, and problem-solving. A person who has people-skills, flexibility, an attention to detail, and the ability to take initiative is desired.

This position assumes a growing and vibrant relationship with Jesus, experience in church settings (lay leadership or staff), an ability to work with a diverse staff, and within the culture of the Bethlehem Covenant community.

Hours: 20-25 hours; reports to Lead Pastor and is a job share with another part-time staff member

Job Duties

Provide front desk services through greeting guests, answering phones, maintaining files and office supplies, and working along with staff to create an environment of hospitality at BCC

Provide ongoing communication through producing documents weekly (bulletins, special services, etc.), weekly email, phone, social media updates, outdoor electronic sign, and coordination of mailings as needed

Attend weekly staff meeting and collaborate with staff and church leadership to meet core ministry functions including updating church records and files

Work with pastoral staff to help with calendar and or communication needs

Organize and facilitate vendor payments in collaboration with the finance team

Coordinate and monitor church calendar, monitoring space usage and communicating details between ministries as needed

Update church custodian and property chair of building needs with an awareness of building usage and anticipating ministry needs including acting as liaison with cleaning crew and other contractors working on BCC property

Work alongside pastoral staff to maintain and organize church records

Order supplies for staff and church leadership and work with contractors to maintain office equipment (copy machine, etc.)

Requirements:

- Customer service skills and attention to detail required
- Must be a self-starter and able to prioritize responsibilities without much guidance.
- Must be able to work at a fast pace and stick to weekly deadlines.
- Strong communication skills both verbally and in writing are necessary.
- Experience in the use of Microsoft Office and the willingness to learn church management, email marketing, and web design software as well as other web-based applications.

Interested?

Please email your resume and/or note of interest to office@bethlehemcov.org by Friday, September 9th