

Elmbrook Church

Position Description

Administrative Specialist, Mission and Multisite

August, 2017

Job Summary

The Mission and Multisite (M&M) Administrative Specialist is a significant support role that allows the ministry of the M&M team to be carried out with great effectiveness and efficiency. This administrative position under-girds the activities of the team by implementing decisions and operations through the central systems of the church so that Elmbrook as a whole is released to go beyond the walls more effectively. The role requires an individual who exudes passion about how the church is involved in transforming the lives of people both locally and globally. Knowledge of the DNA of Elmbrook and where the church is going (Vision) locally and globally adds fuel to the ability to succeed in this role.

Qualifications & Requirements and Expectations

- Demonstrate a vibrant and growing relationship with Jesus Christ.
- Endorse and support Elmbrook statement of faith, vision and core values.
- Active participant and/or member of Elmbrook Church.
- Demonstrate the ability to create a positive atmosphere in the workplace.
- A desire to grow - seeking relationships, resources and training to assist in the continuation of personal and professional growth.
- Desire to build positive and healthy relationships with mission and multisite staff, volunteers, congregants, and ministry partners.
- Demonstrate the ability to maintain confidentiality.
- Displays proactivity in anticipating and discerning needs of the team, volunteers and partners.
- Ability to multi-task and manage complexity.
- Creativity in problem solving and thinking outside the box.
- Communication skills on multiple platforms including social media
- Ability to carry out tasks and projects from beginning to end.

General Responsibilities:

- Work closely with the Mission and Multisite department staff to facilitate operational flow and support.
- Facilitate scheduling and calendar planning.
- Department liaison to central services: (Communication, Finance, HR, Worship, Ministries, Scheduling)
- Coordinate finance documentation including financial policies, MOU's, spending requests, vendor partnerships, reimbursements, and support directors in budget management.
- Coordinate minutes of staff meetings, documenting decisions to ensure that they are implemented.
- Database management from which the M&M staff derive connection points (Contacts for volunteers, partners and Field workers) and documenting numbers such as church plants, people impacted through James Place, number of congregants serving in mission, etc.

- Participate in the leadership pipeline, identifying roles that can be passed onto volunteers to increase capacity.
- Administrative support for church planting and multi-site initiatives, Harvestfest, Field Worker support, local and global partners and short term teams.
- Collaborate with James Place administrative specialist as needed.
- Other team supporting functions as necessitated or assigned.

Employment Information:

Full-Time, Hourly Position
40 hours/week

Salary - dependent on experience, skills & education

Benefit Package:

Insurance - eligibility for all benefits associated with full-time employment, including, medical, dental, vision and life insurance. Refer to the Employee Handbook and information provided by Elmbrook's insurance vendors for specific details.

Paid Time Off (PTO) - Full time employees are eligible to earn PTO. PTO is accrued on a calendar year basis. Refer to the Employee Handbook for specific details.

403b - Employees are eligible to participate in the 403b pension plan if employees are scheduled to work 20 or more hours per week. Entry date for the 403b plan is the first of the month following date of hire. On an employee's first anniversary Elmbrook will match up to 5%.

Holidays - Full time employees are eligible for holiday pay. There are 10 holidays recognized by Elmbrook Church as paid holidays; refer to the Employee Handbook for specific details.

Reports to:

Jan Keddie - Mission Mobilization Coordinator
Amy Thompson - Field Worker Director

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