

**Windsor Village UMC
Job Description**

Job Title: Executive Administrative Coordinator
Reports to: Pastor Suzette Caldwell
FLSA Status: Non-Exempt
Team: Office of Pastor Suzette Caldwell and The Prayer Institute
Pay Range: Commensurate with Experience

A. General Summary and Purpose

Serve as the Executive Administrative Coordinator for the Office of Pastor Suzette Caldwell and the Prayer Institute (TPI).

B. Major Job Duties/Responsibilities

Executive Administrative Coordinator

Manage the day-to-day operations for the office of Pastor Suzette Caldwell and The Prayer Institute, coordinate projects and special events, and perform complex clerical and administrative support duties at the director level. Duties include:

- Manage the Offices of PSC and TPI.
- Develop and maintain department budgets.
- Develop administrative systems to support projects and initiatives.
- Prepare agenda and meeting documents for Power Team meetings.
- Serve as point of contact for all vendors, customers and clients of the Office of PSC and TPI.
- Schedule daily work calendar, schedules, speaking engagements, and make travel arrangements for Directors.
- Plan, coordinate, manage and implement conferences, seminars, training classes, luncheons, bible studies and special events (including mailing list, copying, set-up requests, scheduling rooms, and marketing of events, etc.)
- Coordinate fun days and team events to support the corporate culture.
- Order office supplies and upkeep supply management.
- Research, compile and assemble data for the preparation of reports.
- Answer and respond to busy telephones.
- Draft correspondence, reports and other documents; proofread, edit documents for accuracy, content and format.
- Develop presentations, manuals, and brochures using all media, including Power Point and video (including bible studies and speaking engagements).
- Develop and maintain systems operation manuals and document administrative process procedures.
- Interpret and implement basic rules, regulations, policies and procedures in day-to-day department operations.

- Prepare the end-of-year report.
- Represent Director in meetings and events, as needed.
- Investigate problems by means of written and verbal communications; preparing findings and recommending solutions.
- Maintain department and TPI database(s), including E-tapestry entry.
- Develop and maintain file management (including electronic filing).
- Participate in strategic planning by offering creative, innovative ideas that add value to the ministry process.
- Perform as primary contact for all vendors, customers and clients.
- Coordinate Facebook LIVE programming; product collection for travel, product sales at events, filling product orders and restocking inventory after events.
- Assist with stockroom management.
- Act as liaison between Windsor Village, The Prayer Institute and affiliated non-profit organizations.
- Other duties, as assigned.

C. Knowledge Required and Personal Qualifications

- At least 5-7 years' experience in high-level, multi-task role as an administrator to a very busy executive.
- Possess strong oral, writing and computer skills in Word, Power Point, Excel, Access, Outlook, Publisher and Lotus Notes.
- Must have working knowledge of Facebook, Twitter and overall social media.
- Possess strong critical thinking, problem solving, team building and work execution skills.
- Excellent organizational skills with the ability to manage multiple projects and personnel.
- Must be able to contribute creative and innovative ideas that will produce more efficient, effective ministry.
- Strong relational and interpersonal skills.
- Must be a team player.
- Some travel may be required.

D. Contacts Within/Outside of the Church

Daily contact with staff and management of Windsor Village UMC and the separate corporations and non-profits founded by the Church.

E. Keys to Success

- Adapts readily to change, flexible, self-starter, self-directed, and available to work overtime when necessary.
- A willingness to accept last minute rush assignments.
- Detail-oriented with exceptional human relations skills for communications at all levels of the organization, as well as patience for high volumes of people and telephone contacts.

- Maintains an attitude of trust, loyalty, and confidentiality and works with integrity and honesty.

F. Work Schedule

Full-time 40 hours per week, hours to be set to meet the needs of the department. Occasional work beyond the 40-hour workweek to accomplish job objectives will be essential. Work during weekends and evenings is required during pre-planning and implementation of projects. Remuneration for overtime work will be provided.

G. Supervision Exercised

This position could involve direct or indirect employees reporting to it.

H. Work Environment

The responsibilities of this position will be carried out in a normal office environment with acceptable lighting, temperature and air conditions.

I. Physical Effort

This position is physically comfortable. The incumbent has direction about walking, standing, etc.

J. Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please send your resume to hr@wvumc.com or fax to 713-726-2565.