



# Church Development Executive Administrator Job Description

## Job Summary:

Reporting to the Associate Director (AD), the Executive Admin (EA) serves as an important leadership team member. The EA is responsible for providing senior level administrative duties for the AD, and providing support to the teams the AD works closely with, to help ensure organizational success at every level. This role is highly relational as well as highly administrative, as the EA will often act on behalf of the AD to church leadership, other Executive Staff, volunteers and survivors.

## Duties and Responsibilities:

- Coordinates AD's schedule, prioritizing functions and appointments, ensuring that meetings, deadlines, presentations, and other duties of the executive office are carried out seamlessly.
- Fulfills necessary support functions to strengthen, develop and grow the Network of churches as well as support the fulfillment of all other responsibilities assigned to the AD.
- Provide the administrative support for successful execution of scheduling, promoting, hosting and follow up all ADRN's I AM Ready Basic Trainings (typically 2 to 3 a month).
- Reviews and responds to AD's email correspondence, drafts letters and documents, collects and analyzes information, and initiates communication to all necessary parties.
- Interacts with church leadership and ADRN leadership to strengthen relationships, and further the development and accomplishment of shared goals.
- Represents AD by attending meetings in the AD's absence and speaking on behalf of the AD if needed.
- Sends regular prayer requests/reports to the prayer team, on behalf of AD.
- Utilizes project management software to maintain awareness of staff goals, and contribute to the tracking and accomplishment of those goals.

- Regularly reviews reports with key information pertaining to the success of the organization, and contributes to the solutions when challenges arise.
- Provides historical reference by developing and utilizing filing and retrieval systems to record meeting notes, key policy decisions made and action items completed.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements as well as implementing necessary changes.
- Develops an administrative volunteer team to assist with administrative projects.
- Maintains office supplies inventory (knowing the stock, anticipating needed supplies, evaluating new office products, placing orders, verifying and submitting receipts to accounting).
- Greeting visitors.
- Additional responsibilities to be assigned as this role develops.

**Position Requirements:**

- Excellent communication skills, both written and oral; ability to influence, encourage and engage with church leadership, volunteers, staff, government officials, and disaster agencies, with the intention of building long-term relationships.
- Strong organizational and time management skills with exceptional attention to detail.
- Event planning and event coordination skills.
- Flexible and adaptable style; someone who can positively support both strategic and tactical network development initiatives.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of ADRN.
- High energy, love and passion for God and His mission through ADRN.
- Kingdom minded and relationship focused.
- A professional and resourceful work-ethic; takes initiative and can manage multiple tasks and projects at a time.
- Strong interpersonal skills; value for active listening, conflict resolution and empowering others.

- Proficiency in computer technology, including Microsoft Word, Excel, Email, Google Drive (including Sheets and Docs), and Customer Relationship Management software.

### **Organizational Expectations of Staff**

- Follow organizational policy, procedures and practice culture of honor with one another
- Communicates clearly with peers, co-workers, and team members
- Sets the tone on reliability, attendance, high performance standards and what it means to be an I AM Ready Christian, emotionally, spiritually and physically to all staff and volunteers
- Spends minimally one planned, full day per month, away from the office, seeking God's face for direction, guidance, support and relief for role. Spends time in the word and prayer with God for spiritual instruction, growth and rest
- Completes all of ADRN's emotional, spiritual and physical training to understand the depth of what ADRN offers churches and volunteers.
- Commits to a minimum of 40 hours per week; must have flexibility in nights and weekends during disaster response.

**ETHICAL STANDARDS:** ADRN has a reputation for conducting its ministry and activities with integrity and in accordance with the highest ethical and Biblical standards. All employees of ADRN must be committed to the Lord Jesus Christ, in accordance with the Bible and with ADRN's Statement of Faith. The authority for making determination of these standards for ADRN shall be the Board of Directors working in consultation with the Executive Director, applying their interpretation of the standards set forth in the Bible.