Montgomery Community Church  
Operations Administrative Coordinator

***Title:*** Operations Administrative Coordinator

***Classification:***  Regular Part-Time, up to 24 hrs/wk, Non-Exempt

***Benefits:*** As indicated in the Employee Handbook

***Purpose:*** The primary purpose of this role is to coordinate human resource processes for the Executive Pastor and Controller, ensure administrative support is provided for the Lead Pastor and Executive Pastor and bring support services continuity across the administrative team.

***Responsibilities:***

**A) Lead and Executive Pastor Support**

* Coordinate communications, payments, scheduling and arrangements for activities and events specifically needed for the Lead and Executive Pastors.

**B) Human Resources**

Recruiting—*Search Firm*

* Assist firm with any internal needs.
* Once candidate hired, begin internal onboarding process.

Recruiting—*In House*

* Evaluate/edit & seek final approval of, as well as maintain, electronic files of all job descriptions.
* Communicate open positions in various publications/websites.
* Screen all resumes, share approved applicants w/hiring manager.
* Conduct initial phone interviews; conduct in-person interviews, support travel/housing for out-of-town candidates.

Onboarding HR Documentation Process

* Prepare & submit employment paperwork to new hire via HR Document Online System App.
* Review completed new hire paperwork for thoroughness, accuracy.

Offboarding

* Collect all necessary documents to complete offboarding process.
* Contact all benefits providers notifying of termination.
* Arrange exit interview w/appropriate leadership team member.

Establishing & Maintaining Culture

* Provide HR consulting to senior leadership mostly from the perspective of the impact on staff.
* Assist w/& develop plans/processes/programs to attract/hire/train/retain quality staff.
* Make recommendations that focus on improvement, equity, & compliance.
* Review/maintain/revise employee/supervisor handbooks for accurate policies/procedures.
* Research/plan/coordinate staff recognition/appreciation/soul care gifts/activities.
* Coordinate/plan staff activities and training as needed.

**C) Administrative**

* Process weekly church deposits, vendor invoice payment/check requests.
* Process/monitor staff background checks on Realm.
* Assist with ministry team/staff appreciation recognition.
* Monitor & restock snack/drinks in staff meeting food cart, Office Building kitchen supplies.

**D) Coordinate MCC Administrative Support Team**

* Organize/host quarterly support staff meetings to encourage ministry-wide unity.
* Take team feedback, provide training, and coordinate efforts to improve ministry

area communications, project management and support systems.

**E) Other**

1. Foster high levels of cooperation and work in a team environment with quality relationships and respect of everyone’s giftedness and unique abilities.
2. Proactively grow and develop leadership gifts through training opportunities.
3. Understand and operate within the policies and processes in the employee handbook.
4. Maintain confidentiality in all aspects of client, staff, and agency information.
5. Give full commitment in word and deed to support MCC faith tenants and cultural expectations.
6. Other duties as assigned.

***Performance Expectations:***

1. Employees will have a thorough understanding of MCC policies, procedures, compensation, and benefits.
2. Maintain confidentiality when working with people during the hiring process or with staff members.
3. Perform tasks accurately and timely while meeting applicant/employee needs.
4. Complete all job duties in a timely, accurate, efficient, and professional manner.

***Qualifications:***

1. Knowledge and Experience
   1. Two years of administrative assistant experience required.
   2. Education minimum of an associate degree required.
   3. Proficient in all Microsoft applications.
   4. Attendee with knowledge of MCC preferred.
2. **Skills**
   1. Highly developed organizational skills, follow-through, manage multiple tasks, detail oriented.
   2. Excellent written and oral communication skills.
   3. Highly skilled at interpersonal relationships.
   4. Ability to work with a teachable heart, good attitude, and unified spirit.

**C) Spiritual Gifts**

1) Administration (1 Cor. 12:27-30)

2) Discernment

3) Service

***Reports to:*** Executive Pastor