

# JOB DESCRIPTION

**WOODSIDE BIBLE CHURCH**

6600 ROCHESTER ROAD TROY, MI 48085

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<b>Position Title:</b>	Executive Coordinator
<b>Department:</b>	Central Stewardship
<b>Campus:</b>	Central
<b>Date:</b>	February, 2021
<b>Supervisor:</b>	Executive Director of Stewardship
<b>FSLA Status:</b>	Exempt

## Position Profile:

The Executive Coordinator to the Executive Director of Stewardship (EDS) is a valued member of the team that will facilitate the church's mission statement through his/her areas of ministry responsibility. The mission of Woodside Bible Church is "to help people BELONG to Christ, GROW in Christ and REACH the world for Christ." The Executive Coordinator will make it his/her personal goal to help the Executive Director of Stewardship focus fully on his most critical tasks, thereby enhancing and assisting the mission and ministries of Woodside Bible Church. Key areas of function are in project and event planning, hosting/hospitality, and overall administrative tasks for the Executive Director of Stewardship.

## Skill Set:

The Executive Coordinator candidate should demonstrate initiative; be proactive with tenacity, drive, and skills to make things happen quickly, efficiently, and with excellence. They must be detail-oriented and meticulous in planning and record keeping, managing resources, and diligent in following up with unresolved matters. The Executive Coordinator should be self-motivated, systematic, working well corporately and independently, with the ability to manage major projects and multitask. They must be able to mentor, assist, direct and coordinate others, with the ability to work independently and exercise judgment in order to analyze and investigate a variety of questions or problems. The Executive Coordinator must exercise the utmost discretion in confidential and sensitive scenarios, as well as have good judgment with high level information. This person will possess technical aptitude that would allow quick learning and efficiency with all platforms and software systems used in Stewardship and generally at Woodside Bible Church.

## Competencies:

- Serving others
- Integrity/ethics
- Maintaining objectivity
- Interpersonal skills
- Interacting with people at different levels
- Adaptability/flexibility
- Accepting responsibility
- Teamwork
- Problem solving and analysis
- Following policies and procedures
- Project management

## Experience Qualifications:

- Bachelor's degree preferred
- Demonstrated knowledge of Microsoft Office Suite (Word, Excel, Power-point, Publisher, Outlook)

## Duties and Responsibilities:

### Project Execution Responsibilities:

- Coordinates and executes projects as the EDS directs, partnering with various departments and teams to achieve the respective project deliverables.
- Leads and supports in establishing project strategies, plans, timelines, etc.
- Leverages strategic thinking and creative problem-solving abilities to address challenges across a variety of initiatives, innovating solutions and establishing move-forward plans in alignment with objectives.
- Receives high-level requests or ideas from EDS and then proactively figures out how to make them happen.
- Prepares periodic and special reports, compiling information including varied, complex, sensitive, and confidential information such as operational concerns, policies, procedures, and documents.

### Support Responsibilities:

- Helps to maintain organization of the EDS's commitments and deadlines through task management and consistent follow-up.
- Assists EDS in the execution of special projects, providing organization, planning, task management, correspondence, and additional support as needed.
- Performs and directs office administrative activities such as organization, maintaining confidential and administrative files, and purchasing office supplies and related equipment for EDS.
- Prepares and submits all expense reports for EDS.
- Assists EDS with any needed administrative work.

### Scheduling:

- Maintains, updates, and adjusts EDS's calendar daily.
- Schedule appointments and arranges meetings/conferences for EDS and other staff and outside stakeholders; makes travel arrangements, preparing invoices, payments, and reimbursement forms.
- Helps EDS block strategic focus time for key projects.

### Project/Event Planning:

- Records notes in meetings, sends out action plans and delegations for events, and keeps team members updated/informed.
- Manages, oversees, and executes various events as assigned.
- Prepares facility requests, hosts, and purchases food and/or supplies for various meetings and events.

## Spiritual Responsibilities:

Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision and values of Woodside Bible Church (Belong, Grow, Reach).

Adheres to the Statement of Faith as established and approved by Woodside Bible Church.

Is a faithful member in good standing of Woodside Bible Church.

**Disclaimers:**

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

<b>PROPOSED   REVIEWED BY</b>		<b>DATE</b>	
<b>APPROVED BY</b>		<b>DATE</b>	

