

Executive Administrator

As part of our team, your primary role is to serve coupled with achieving excellence in each task or area of responsibility. This role is vital to the success of the overall team by supporting others to help achieve their goals.

“And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” Colossians 3:17

“And so, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness, and patience...” Colossians 3:12

Position Summary:

The Executive Administrator serves the church/school leaders, teachers and pastors, in maintaining the Facilities Calendar, Planning Center Church Management Application, and Event/Project Management Application. Coordinating and communicating with calendar stake holders for all scheduled calendar activities for the facilities for South and Keizer Campuses. Oversee general purchasing for COTH/CCS.

Specific Responsibilities and Job Duties

Facilities Calendar

- Annual Calendar Prep/Meeting and Coordinate with Facilities Team
- Coordinate events when available
- Assist all event/classes coordinators in resources, basecamp, etc.
- Troubleshoot conflicts for facilities calendar
- Responsible for Event request form, process and approval
- Follow up communication with event coordinators with building misuse

Primary Communications and Admin

- Answer Church phone, emails, connection counter cards, communicating and follow through with Pastoral Staff
- Assist CCS Front Desk Administrator by answering front door and school phone
- Email/Text communication to attendees for COTH Sunday Services and Events
- COTH Staff Meeting Notes & follow through
- Update Link Tree QR Code for Sunday Services
- Planning Center Services Weekly Oversight
- Slides, flyers, handouts, media & announcements for Sundays
- Oversee the general purchasing for COTH/CCS

Database management

- Planning Centers database manger/trainer
- Event/Project Application manager/trainer

Staff Appreciation

Birthday Cards/Gift Card all COTH Staff, CCS Lead Team and
Facilities/Business Office

Staff Meeting – Coordinate with meeting leader when praying for staff members
Birthday, Coordinate special birthday celebrations.

Skills needed for Executive Administrator

High school diploma or general education degree (GED) required

Proficient in Microsoft Office & Google with excellent typing skills

Computer software aptitude, data import/export & filtering proficiency

Good interpersonal skills

Outstanding communication skills

Highly detailed

Strong organizational and time management skills

Team Player

Punctual with strong attendance history

Position is Full time with benefits

Monday – Friday 8 am – 4 pm.