



Job Description

Position: Administrative Coordinator - Fusion
Revised Date: April 17, 2026
Reports To: Director, Next Generation
Employment Status: Part-Time, Non-Exempt
Hourly Requirements: 25 Hours Per Week
Location: Living Word, Red Lion, PA (On-site)

Position Summary:

The Administrative Coordinator - Fusion plays a vital role in supporting the effectiveness and growth of Living Word's student ministry (grades 7–12) and young adults. This individual provides high-level administrative, organizational, and communication support to ensure that programs, events, and ongoing ministry efforts are executed with excellence.

This role requires strong attention to detail, creativity, and the ability to manage multiple priorities while contributing to a welcoming, well-organized, and Christ-centered environment for students, families, and volunteers.

Key Responsibilities:

1. Administrative and Operational Support

- Manage and maintain ministry calendars, including events, meetings, and key deadlines
- Prepare, organize, and maintain documents, forms, rosters, and database systems
- Process registrations, payments, waivers, and permission forms for events and trips
- Track attendance and generate reports to support ministry insights and follow-up
- Support volunteer onboarding, scheduling, background clearances, and ongoing care
- Execute purchasing and expense tracking in alignment with the ministry budget

2. Communication and Engagement

- Develop and distribute clear, timely, and engaging communications (emails, newsletters, and updates)
- Maintain and update digital platforms (website, registration pages, and communication tools)
- Ensure consistent and effective communication with students, parents, and volunteers
- Support volunteer appreciation and engagement initiatives

3. Event and Program Coordination

- Assist in planning and executing weekly programs, special events, retreats, and mission trips
- Coordinate logistics including transportation, food, supplies, and facility needs
- Oversee event preparation including check-in systems, materials, and hospitality elements
- Provide on-site support for events, including setup and teardown as needed

4. Team Collaboration and Culture

- Collaborate effectively with staff and volunteers to support our mission. This includes supporting other ministry initiatives, as needed.
- Participate in team meetings, planning sessions, and church-wide initiatives

- Handle sensitive information with a high level of confidentiality, integrity, and professionalism
- Contribute to a positive, Christ-centered team culture aligned with Living Word's mission and values

Qualifications:

- High school diploma or equivalent required. Associates degree or higher preferred
- Prior administrative, ministry, or office experience preferred
- Strong interpersonal and communication skills; able to connect well with students, parents, and volunteers
- Ability to work evenings and weekends, as required by ministry needs
- Reliable, organized, and able to manage multiple responsibilities
- Proficiency in Microsoft Office (Word, Excel, Teams and Outlook) and willing to learn church management system
- Proven ability to maintain confidentiality and demonstrate discretion in all matters
- Commitment to deliver great hospitality and promote a welcoming environment
- Self-motivated, proactive, and disciplined to follow through
- Has professed faith in Christ and been baptized. Demonstrates a vibrant and growing relationship with Jesus Christ
- Models Christlike character, integrity, and a heart for serving others
- Fully aligned with and actively supports Living Word's beliefs, mission, vision, and values

Working conditions:

Subject to many interruptions; prolonged sitting and/or standing; occasionally lifts supplies and equipment; occasional pressure due to deadlines and multiple job demands. Weekend and evening hours, as needed.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individual so classified.

Living Word expects all employees to work in accordance with the standards set forth in the LWCC staff handbook and policies document. Living Word retains the sole right to exercise all managerial functions set forth therein.