

Job Description



Position: Administrative Coordinator, Ministry Support
Revised Date: July 30, 2026
Reports To: Director, Next Gen Ministries
Employment Status: Full-Time
FLSA Status: Non-Exempt
Hourly Requirements: 40 Hours Per Week
Location: Living Word, Red Lion, PA – On-site

Position Summary

The Administrative Coordinator provides organized, proactive administrative and logistical support across several ministry areas. This role primarily serves the Experience and Engagement team as well as student ministry team to ensure effective coordination, excellent hospitality, and smooth execution of ministry initiatives.

Key Responsibilities

1. Administrative and Operational Support

- Prepare, organize, and maintain documents, forms, and supplies to optimize the experience for our staff and congregation.
- Manage calendars and documentation related to ministry activities and meetings.
- Collaborate with administrative staff to ensure smooth coordination and communication across work groups.
- Participate in team meetings, planning sessions, and church-wide initiatives.
- Process registrations, payments, permission forms, purchase requests, and ministry expenses.

2. Event and Congregational Experience Coordination

- Assist with planning, promoting, and executing ministry events and programs.
- Support event logistics including hospitality needs, room setup coordination, and signage.
- Help ensure congregational experiences are well organized, welcoming, and executed with excellence.

3. Data and Resource Management

- Maintain accurate volunteer, participant, events, and ministry records.
- Effectively utilize and maintain digital tools and church management systems (e.g., Rock RMS database, Planning Center, Microsoft Office) to support ministry operations.
- Perform other duties and responsibilities as assigned to help support Living Word's mission.

4. Confidentiality & Team Collaboration

- Handle sensitive information with a high degree of confidentiality and professionalism
- Collaborate with staff and volunteers in a supportive, Christ-centered team environment
- Participate in regular team meetings and church-wide administrative initiatives as needed

Qualifications:

- High school diploma or equivalent required.
- Previous administrative support experience preferred, ideally in a ministry or nonprofit setting.
- Strong organizational skills with high attention to detail.
- Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.
- Strong interpersonal and communication skills with a high level of discretion.
- Self-starter who enjoys both independent work and collaborative team environments.
- Proficiency in Microsoft Office (Word, Excel, Teams and Outlook) and database management experience preferred.
- Organized, efficient, and adaptable amid changing priorities and interruptions.
- Commitment to deliver great hospitality and promote a welcoming environment
- Self-motivated, proactive, and disciplined to follow through
- Has professed faith in Christ and has 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

This position is subject to frequent interruptions and requires the ability to manage multiple priorities. The role involves prolonged sitting and standing, occasional lifting of supplies and equipment, and periodic pressure related to deadlines and event execution.

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 individuals 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.