REAL LIFE MINISTRIES

JOB DESCRIPTION

Title: Administrative Coordinator
Reports To: Operations & Production Director
Status: FLSA Non-Exempt
Prepared By: Jack Werner
Weekly Hours: 29

Ministry: North Campus
Classification Grade: T-3
Approved By: Human Resources
Approved Date: 11/10/2026

Essential Organizational Core Values

The **Administrative Coordinator** is responsible to champion Real Life Ministries' Vision, Mission, Methodology, and Strategy in two primary ways:

- **As an Individual Leader**: The **Administrative Coordinator** is responsible for taking the leadership of all ministry functions they oversee and live out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Real Life Ministries' Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.

- **As a Team Member on the North Campus Team and Real Life Staff Team:** The **Administrative Coordinator** has a responsibility to collaborate as a team member on their immediate campus team, the **North Campus Team** as well as the Real Life Staff Team to accomplish church wide goals and objectives. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary: *The **Administrative Coordinator** performs a variety of administrative duties necessary to help run the North Campus efficiently and serves as an information and communication administrator, plans and schedules meetings and appointments; organizes and maintains paper and electronic files; manages projects; conducts research; and disseminates information by using the telephone, mail services, web sites and email. He/she acts as the first contact for many people encountering the campus whether in person, by phone or electronic means. This position serves as a member of the North Campus Team.*

1. **Primary Responsibilities (75%)**
   - Support the Campus Pastor at North Campus and Adult Discipleship Ministry in their ministry's administrative needs.
   - Arranges meetings and appointments for North Campus Pastor and ADM team.
   - Collaborates with Connections team to recruit, train and oversee volunteers to maximize administrative efficiency.
   - Lead/Shepherd a team of volunteers focused on supporting the administrative needs of the North Campus Pastor and ADM team.
   - Readily available and approachable with ministry needs throughout any given work day.
   - Produces requested materials, projects, and publications in a timely manner.
   - Proficient in proof reading & editing communication material in order to help staff, ministries, and campus be professional.
   - Provides extra administrative support for campus and ministry-specific events (e.g. Easter Egg Hunt, Harvest Festival).
   - Processing monthly ministry credit card statements for each staff member.
   - Running errands for ministry supplies as needed (e.g. Staples, Costco).
   - Coordinate arrangements for weddings/funerals.

- Follow up with Baptism certificates.
- Creates and prepares outgoing mail (e.g. flyers, postcards, e-mails).
- Assure discreet handling of all sensitive information regarding personnel, volunteers, and RLM overall.
- Coordinate with the communications team to ensure updated content on the website, APP, and all North campus communication locations.
- Coordinates with staff among RLM campuses to ensure unity, alignment, and overall function between campuses according to ministry philosophy.
- Continually be investing in personal leadership development by continuing to grow his/her own abilities and skills.

2. Team Function (10%)

- The North Campus Team is your "first team." Demonstrate peer-to-peer accountability, emotional and spiritual support of others in your first team.
- Coachable, approachable and demonstrates the ability and courage to speak and accept critical feedback and truth in love.
- Active participant in North Campus Team meetings and discussions.

3. Real Life Staff Relations (10%)

- Ability to think critically, systematically and collaboratively with the North Campus Team to develop creative strategies and ministry priorities to implement the mission and vision of the church.
- Interface and collaborate with leaders and staff of other ministries in the church, including staff members from the other campuses.
- When another team member needs to talk, priority is made and schedules are rearranged to accommodate the meeting in an appropriate and timely manner.

4. Miscellaneous (5%)

- Regular involvement in the life of each individual volunteer you oversee: attending and observing, leading and/or teaching, coaching volunteers.
- Work with Congregation in a way that glorifies God.
- Represents Christ and the Church in the community in a Godly way.
- Values and abide to the expectations of being a member of the church found in our Membership and Team Alignment class.
- Participation in All-Church functions as well as global trainings that fall outside of the specific Job Description (Unite, Easter, Harvest, DiscipleShift, etc.).

Qualifications and Required Skills

- Organization and managing details are key. Must be able to keep on top of To Do lists, spreadsheets, checklists and manage multiple calendars.
- Must be able to think on their feet, put things together fast, change course quickly, and provide appropriate input to changes being made.
- Must be a self-starter and able to set personal goals, train themselves and independently identify solutions. Must be able to work independently with little supervision.
- Ability to initiate discussions and plans with the North Campus team and be comfortable when things are uncomfortable.
- Must be able to follow policies and procedures but possess the ability to use discretion when non-routine situations arise.
- Must be able to handle conflict in a biblical manner.
- Must be a good problem solver and an intuitive thinker. Needs to take initiative to anticipate potential challenges and issues.
- Comfortable giving direction to staff and lay leadership.
- Appropriately handle sensitive and confidential information and situations.
- Ability to focus on details, prioritize and meet deadlines.

- Proficiency with the Internet, Microsoft programs (Outlook, Word, Excel), and other computer-based technologies.
- The ability to focus on the big picture while keeping track of all the little details.

Real Life's Core Competencies, as defined in our 3 C's document, necessary to succeed in this role:
Initiative: The expectation to take action and next steps independently of others' instruction for the betterment of the whole.

Problem Solving: The expectation to work through challenges to find effective solutions. This involves being able to identify and define a problem, generate alternative solutions, evaluate ideas, select the best alternative, and then implement to resolve the problem.

Adaptability: The expectation and resilience to flex and adjust your perspective, approach, and/or plan in consideration of new information, challenges or opportunities with a positive attitude.

Personal Responsibility: The expectation to take responsibility for personal actions and results, including the expectation to follow-through on projects and objectives.

Collaboration: The expectation to have team members and ministries share ideas, knowledge and abilities in order to accomplish a common goal together as an individual ministry and the church as a whole. No silos.

Spiritual Aspects of Job Requirements:
- A heart for God that is evidenced by proven character and a spiritual-mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament; servant-leader/mentor attitude and inclination.
- Strong interpersonal skills—ability to communicate persuasively and compassionately, both orally and in writing.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Real Life Ministries, must understand group dynamics and ensure effective consensus building and decision-making.
- Personal initiative and diligence, which produces follow-through in tasks.
- Solid biblical/theological convictions, which are aligned with Real Life Ministries' Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.

Physical Abilities Required
While performing the duties of this Job, the employee is regularly required to sit; use hands and arms to handle, feel and reach. The employee is frequently required to stand and occasionally required to climb or balance; stoop, kneel, or crouch. Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

Disclaimer(s)
- The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

- Volunteering: Real Life Ministries has many volunteer opportunities. As an employee of Real Life Ministries, any time spent during your normal work hours or fulfilling your job description duties for the specific ministry area you are a part of will be considered hours worked and you will be compensated for those hours. If you desire to volunteer in another area of ministry within Real Life Ministries, and it falls outside of your normal working hours, you can do so by filling out a Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature: _____ Date: _____