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. 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 that support the ministries of the North Campus and ensure smooth day-to-day operations and coordinates the administrative needs of multiple ministry teams—including NextGen & Operations and—by identifying their needs, developing efficient processes, and resourcing them with well-trained administrative volunteers. This role manages communication, organizes and maintains paper and electronic files, schedules meetings and appointments, assists with project management, and disseminates information using phone, email, websites, and other communication channels. As a frequent point of contact for those interacting with the campus, the Administrative Coordinator represents the North Campus with professionalism, clarity, and care. This position serves as a member of the North Campus Team.*

1. **Primary Responsibilities (75%)**
   - Support the North Campus' NextGen and Operations Ministry in their administrative needs.
   - Coordinates and arranges meetings and appointments for the North Campus' NextGen and Operations 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 NextGen and Operations team.
   - Readily available and approachable with ministry needs throughout any given workday.
   - Produce requested materials, projects, and publications in a timely and professional manner.
   - Proficiently proofread and edit communication materials to support staff, ministries, and campus professionalism.
   - Provide project management and administrative support for campus and ministry-specific events.
   - Collaborate to ensure acquisition of ministry supplies as needed (e.g., Staples, Costco).
   - Professionally greet people with pastoral needs either on the phone or in person, understanding the need to help the individual personally or funnel them to the appropriate pastoral resource.

- Organize and maintain filing systems and other records.
- Coordinate and arrange meetings and appointments.
- Manage room reservation system for the North Campus.
- Oversee main campus event and vacation calendars.
- Create spreadsheets, reports, documents, and manage databases (Rock).
- Assist with reserving, monitoring, and preparing facilities and collateral for campus events (e.g., weddings, funerals).
- Weekly transports packages, paperwork, etc. between the Post Falls & North campus locations.
- Ensure discreet handling of all sensitive information regarding personnel, volunteers, and Real Life Ministries overall.
- Maintain campus supplies for ministry use.
- Create online registrations to support ministry needs.
- Coordinate with staff across Real Life Ministries campuses to ensure unity, alignment, and effective implementation of ministry philosophy.
- Consistently invest in personal leadership development by growing his/her own abilities and skills.
- Coordinate with Connections team to recruit, train and oversee volunteers to maximize administrative efficiency.

2. Team Function (10%)

- The **North Campus Team** is your "first team." Demonstrate peer-to-peer accountability and provide emotional and spiritual support to others on the team.
- Coachable, approachable, and able to both speak and receive critical feedback and truth in love.
- Actively participate in North Campus Team meetings and discussions.
- Create and manage all-staff meeting notes.

3. Real Life Staff Relations (10%)

- Think critically, systematically, and collaboratively with the North Campus Team to develop creative strategies and ministry priorities that fulfill the mission and vision of the church.
- Interface and collaborate with leaders and staff of other ministries throughout the church, including staff members from other campuses.
- When a team member needs to talk, prioritize the conversation by adjusting schedules to accommodate the meeting promptly and appropriately.

4. Miscellaneous (5%)

- Maintain consistent involvement in the life of each volunteer you oversee—attending and observing, leading or teaching, and coaching volunteers.
- Interact with the congregation in a manner that glorifies God.
- Represent Christ and the church in the community in a God-honoring way.
- Value and abide by the expectations of church membership as outlined in Membership and 301.
- Participate in All-Church functions and 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 an Employee Volunteer Acknowledgement Form and turn it into HR.

Employee Name: _____

Employee Signature: _____ Date: _____