

Midland's Open Door

Job Description

Mission: The life-transforming power of the gospel of Christ calls us to walk with the homeless, hungry and hurting; modeling God's love through biblical hospitality and supportive services.

Position Title	Administrative Coordinator
Supervisor	Executive Director
Effective Date	12/01/2021
Status	Exempt Employee

Summary

Midland's Open Door is seeking someone who has a genuine commitment to Christian ministry and desires to use their gifts, abilities, and talents to serve while carrying out our mission to reach the hungry, homeless, and hurting in our community. The purpose of this position is to assist the Executive Director and support other ministry staff, as well as the Board of Directors, with administrative, operational and special project coordination.

The qualified candidate must have strong organizational skills be able to handle multiple priorities and proactively anticipate, prioritize and manage different projects with minimal direction. The person will be responsible for project coordination and the development of reports, correspondence, manuals and spreadsheets. He or she must have excellent communication skills and be able to interface with staff, guests, volunteers, donors, vendors and the board of directors in a professional manner. In addition, the ideal candidate will be able to handle confidential information and be proficient in computer applications, especially Microsoft Word and Excel.

Essential Functions

1. Provide high-level administrative support for Midland's Open Door. This support is primarily for the Executive Director, but also other ministry staff and the Board of Directors. Areas of support include but are not limited to:
 - Planning, scheduling, and arranging meetings, agendas, and appointments while assisting with minutes and follow-up actions as needed.
 - Facilitating and supporting effective communications between the Leadership team and staff.
 - Preparing presentations as requested.
 - Assisting the Leadership team with employee morale activities such as birthday celebrations, team celebrations, holiday celebrations, etc.
 - Documenting and managing internal and external communications.
 - Answering phones
 - Running Errands
 - Managing inventory of office supplies

2. Works closely with the Leadership team to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping them updated. Anticipate their needs in advance of meetings.
3. Complete projects by assigning work to appropriate staff, including the Leadership team.
4. Works with the Leadership team to coordinate outreach activities. Follows up on contacts made to cultivate ongoing relationships.
5. Strategically schedules, coordinates, and attends all aspects of events, ensuring MOD is within the prescribed budget as requested.
6. Provides leadership for donor database management and contribution receipt processing.
7. Position will require some travel to other facilities and/or special events.
8. Primary full-time schedule is Mon-Fri, 8 am – 5 pm; however, must be able to work flexible hours to support services for special projects or events that are held in the evening or on the weekend.

Qualifications

Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).

- Actively seek the unity of believers.
- Christian maturity and a member in good standing of a Christ-centered church.
- Display compassion for hurting people, regardless of the person's background.
- Display 'service' orientation, doing what is needed for the ministry regardless of role.
- Excellent verbal and written communications skills using proper grammar and vocabulary.
- Strong interpersonal skills and adept at establishing and maintaining good rapport and working relationships at all organizational levels.
- Demonstrated appropriate customer service attitudes in a variety of work settings.
- Extraordinary work ethic as demonstrated in areas including but not limited to attendance, attitude, and quality work the first time.
- Demonstrated ability to act independently upon information and make decisions that achieve optimal results.
- Demonstrated knowledge, mastery, and excellence in all MS Office applications (Word, Access, Excel, PowerPoint), Outlook and Google applications, Smartphone technology, Social Media, data management applications, analysis applications, and other applicable new technology.

Education and experience

- High School diploma required.
- Must have 3-5 years of experience as an executive/administrative assistant; prior administration within a ministry setting preferred.

Skills and Abilities

- Highly organized and detail oriented with a strong aptitude in prioritizing and accomplishing time-sensitive tasks.
- Self-starter with ability to anticipate tasks.
- Excellent verbal and written communication skills; ability to work harmoniously and creatively with all levels of ministry staff, guests, donors and volunteers.
- Must be able to maintain a high level of confidentiality
- Ability to work a flexible schedule as needed for ministry events outside normal office hours

Physical

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment
- Ability to read, write and interpret written documents
- Occasionally lift and move objects weighting up to 35 pounds
- Ability to climb stairs
- Valid driver's license and ability to drive

Employee Signature

Date

Executive Assistant	Project & Event Coordination	Human Resources Coordination
<p>Responsible for:</p> <ul style="list-style-type: none"> a) Office management b) Administrative volunteers c) Open ministry mail d) Manage ministry email and faxes e) Expense reports f) Purchasing requests g) Document audits h) Scheduling meetings i) All-staff emails and internal staff communication j) Board of directors support k) Leadership team support l) Admin office hospitality m) Front-line donor relations n) Coordinate and lead tours o) Ensure administrative office area remains clean and orderly 	<p>Responsible for:</p> <ul style="list-style-type: none"> a) Campaign and development project coordination as assigned b) Ministry event coordination including volunteer appreciation, prayer week, neighboring week, community Christmas dinner, holiday meals, and Dine on the Door. c) Project manage leadership team in relation to the strategic plan d) Coordination between Admin and Program teams (e.g. Greenhill donations) e) Coordinate MOD donation receipting f) Manage in kind donation tracking g) Assist in the coordination of volunteer project planning 	<p>Responsible for:</p> <ul style="list-style-type: none"> a) Creating staff training modules as assigned b) Manage personnel files c) Schedule interviews and manage hiring process (e.g. background checks, draft offer letters etc). d) Assist in planning and promoting a healthy staff culture through activities and events e) Complete onboarding and exit tasks as assigned