

Coastal Church

Campus Coordinator/ Administrator Job Description

Title: Campus Coordinator/ Administrator

Reports to: Lead Pastor

Hours: approx. 40 hours per week (Sunday AM—Thursday)

Pay Range: \$26,000+ (min)(based on experience)

1.0 Assigned Duties and Tasks

2.0 Administration Support

3.0 Office Duties

4.0 Specific Duties

5.0 Engagement

1.0 Assigned Duties and Tasks

- 1.1 Perform all assigned duties and tasks assigned by supervisor
- 1.2 Work in conjunction with Coastal staff & leadership
- 1.3 Maintain a positive Godly attitude
- 1.4 Communicate unresolvable issues to supervisor or their supervisor
- 1.5 Adhere to the employee handbook

2.0 Administration Support

- 2.1 Maintain a continued knowledge in Ministry Platform
- 2.2 Work within Microsoft teams when necessary
- 2.3 Provide administrative support to supervisor
- 2.4 Answer phones and resource others in administration
- 2.5 Help coordinate Processes and Procedures for campus

3.0 Office Duties

- 3.1 Return emails within 24 hours during work days
- 3.2 Return texts within 12 hours during work days
- 3.3 Phone calls within 24 hours during work days
- 3.4 Professional dress code

4.0 Specific Duties

- 4.1 Each Coordinator will be assigned a campus
- 4.2 Each Coordinator will report to a pastor supervisor
- 4.3 Annual measurable goals approved by supervisor
- 4.4 Other duties as assigned

5.0 Engagement

- 5.1 Facilitate and place volunteers in ministry
- 5.2 Help Facilitate Ministry Platform electronic Check-in on Sunday Morning (data base)
- 5.3 Help coordinate We are Coastal 4 to 8 times a year
- 5.4 Coordinate the family Services 3 times per year