



Administrative Coordinator

(Part-Time)

Purpose: The Administrative Coordinator is the administrative backbone of ZOE Church's day-to-day life. This person keeps the front desk welcoming, the church activities running during business hours, and the lead team supported to maximize their impact. They are equal parts host, problem-solver, and project manager — someone who notices what's broken before anyone else does and fixes it, someone who makes every person who walks through our doors feel seen, and someone the lead team can hand a problem to and trust it gets solved.

Role Summary: The Administrative Coordinator serves as the primary administrative hub of ZOE Church. This role owns front desk operations, general administrative support, and event oversight during business hours, while partnering directly with lead team members in ongoing administrative and problem-solving needs. This isn't just a behind-the-scenes desk job, it is also a hands-on, in-the-building role.

Key Responsibilities:

Front Desk & First Impressions

- Serve as the first face and voice of ZOE Church — welcoming guests, staff, and vendors in person and by phone.
- Answer and route incoming calls, take messages, and respond to general inquiries.
- Manage the front entrance/lobby experience so it consistently reflects ZOE's culture and hospitality.

General Administration

- Provide day-to-day administrative support: correspondence, filing, data entry, scheduling, ordering supplies, and maintaining office systems.
- Support lead team members with administrative tasks tied to their ministries and projects.
- Maintain Church Management Software (Planning Center, People).
- Support other weekly administrative rhythms.
- Assist with mail, deliveries, and basic facility-related paperwork.

Problem-Solving & Lead Team Support

- Proactively identify issues around the building or in day-to-day operations — and resolve them without needing to be asked.
- Partner directly with lead team members as a go-to problem-solver on administrative and logistical needs.
- Anticipate needs ahead of events, meetings, and services rather than reacting after the fact.
- Escalate necessary situations to lead team.



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Event & Building Oversight:

- Oversee all events happening in the building throughout the week — from small meetings to larger gatherings.
- Coordinate and/or execute set-up and tear-down for events, ensuring rooms are ready and restored on schedule.
- Serve as the point person on-site for event logistics, room readiness, and last-minute adjustments.
- Keep a working knowledge of the building's spaces, equipment, and vendors to keep things running smoothly.
- Run point for wedding and funeral logistics.

What We're Looking For:

- A self-starter who takes ownership without waiting for direction.
- Strong relational and communication skills — this is a front-facing, people-first role
- Comfortable juggling administrative detail work and physical/logistical tasks (moving tables, setting up rooms, etc.)
- Trustworthy with sensitive information and confident representing ZOE's culture to guests and staff alike.
- Flexible availability across the week to support events and building needs as they arise.
- Heart for the local church and alignment with ZOE Church's mission and values.

Reports To:

Lead Team / Lead Pastor

Schedule:

Monday-Thursday

32 hours = 8 am-4 pm or 9 am-5 pm

24 hours = 9 am-3 pm

Potential additional hours - TBD?