



Administrative Coordinator

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

Role Summary: This role owns front desk operations, general administrative support, and event oversight during business hours, while partnering directly with the lead team members in ongoing administrative and problem-solving needs. It's a hands-on, in-the-building role, not just a behind-the-scenes desk job.

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/route calls, take messages, respond to general inquiries.
- Manage the lobby experience to reflect ZOE's culture and hospitality.

General Administration

- Handle correspondence, filing, data entry, scheduling, supply ordering, and 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 facility-related paperwork

Problem-Solving & Lead Team Support

- Proactively identify and resolve issues around the building without being asked.
- Serve as the go-to problem-solver for lead team members on administrative/logistical needs.
- Anticipate needs ahead of events, meetings, and services.
- Escalate necessary situations to the lead team.



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Event & Building Oversight:

- Oversee all in-building events throughout the week, from small meetings to larger gatherings.
- Coordinate/execute set-up and tear-down, ensuring rooms are ready and restored on schedule.
- Serve as on-site point person for event logistics, room readiness, and last-minute adjustments for all business hour events.
- Maintain working knowledge of spaces, equipment, and vendors.
- Engage volunteer teams to support wedding and funeral logistics.

What We're Looking For:

- Self-starter who takes ownership without waiting for direction
- Strong relational/communication skills — front-facing, people-first role
- Comfortable with both admin detail work and mild physical/logistical tasks (moving tables, setting up rooms)
- Trustworthy with sensitive information; confident representing ZOE's culture
- Flexible availability 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 Pastor (working closely with the Lead Team)

Schedule:

Monday–Thursday (24-32 hours/week)

- **32 hours:** 8 am–4 pm or 9 am–5 pm
- **24 hours:** 9 am–3 pm