

## **Administrator Job Description**

### **Who We Are**

Coast Vineyard aims to be a church that loves God, loves others, and loves the world around us.

### **Who We Want**

We want a team player who loves organizing the details. Whether it's balancing a budget, coordinating an event, or making a calendar, you thrive on getting the details right so that everything else can run smoothly.

### **What You Will Do**

#### **Financial Administration**

1. Manage the books of Coast Vineyard.
  - a. Record giving and send donor statements quarterly.
  - b. Oversee offering collection, counting & bank deposits.
  - c. Manage online donation process.
  - d. Keep a record of expenditures and track budget line items.
  - e. Balance all Coast accounts.
  - f. Pay all bills in a timely and accurate manner.
  - g. Process bi-monthly payroll.
  - h. Maintain current knowledge of relevant tax law.
  - i. Make sure all actions are in compliance with tax law.
2. Communicate as needed about the budget.
  - a. Provide monthly budget reports to the senior pastors as well as to relevant ministry leaders.
  - b. Provide budget reports for board meetings.
  - c. Attend board meetings as needed.

#### **Church Communications**

1. Communications
  - a. Send out Coast e-newsletter weekly.
  - b. Respond to general church emails, phone calls, mail, etc.
  - c. Send out correspondence as needed.
2. Maintain Coast Website
  - a. Keep all aspects of the website current.
  - b. Update splash page, event calendar, home groups, and other details.

### **Event Planning & Coordination**

1. Plan & coordinate Coast events
  - a. Events include but are not limited to, Easter baptism, ministry fairs, church picnics, Christmas Party, retreats, conferences and workshops.
2. Maintain Events Calendar
  - a. Maintain an up to date calendar of all Coast meetings and events.
3. Administrative Point Person for Sunday Morning
  - a. Facilitate the flow of events on Sunday morning.

### **Human Resources**

1. Oversee logistics of new employee onboarding: Email, File Sharing, Credit Card, Payroll.

### **Facilities**

1. Act as liaison with Lindbergh Schweitzer Elementary – communicate with principal and janitor as needed.
2. Request/review yearly lease with SDUSD.
3. Submit special event rental requests.

### **Welcome Ministry**

1. Coordinate Sunday morning Welcome team – recruiting, training, and supervising team members, communicating about weekly schedule.
2. Gather and respond to connection tabs and oversee Welcome lunch and communication with newcomers and volunteer leaders.

### **General Administration**

1. Meetings
  - a. Meet with a Senior Pastor weekly or as needed.
  - b. Attend and take notes at all relevant staff and leadership meetings.
  - c. Follow up with summaries and action item reminders.
2. Oversee Administrative Assistant(s) in financial and other administrative tasks.

### **Southern California Region Administration**

1. Manage the administration for the Southern California Region
  - a. Manage finances for the region.

- b. Maintain a list of SoCal Vineyard churches and coordinate changes in information with the National Office.
- c. Send out a monthly newsletter.
- d. Attend and take notes at regional leadership team meetings and retreat.
- e. Provide logistical coordination for the regional leaders retreat (yearly in January).
- f. Attend and provide logistical coordination for the SoCal Regional Conference (every other year - even years).
- g. Provide logistical coordination for the pastors retreat (odd years).
  - i. Attend the retreat.
  - ii. Communicate with the retreat center.
  - iii. Send out evites.
  - iv. Manage housing assignments.

### **Skills You Need**

- Basic accounting skills
- Excellent ability to organize and follow up on logistics.
- Good communication skills.
- Good computer skills. The position includes using software like QuickBooks and Servant Keeper, as well as Excel. It also involves keeping our website up to date via the e360 platform.
- Up to date knowledge of relevant tax law. (This can be pursued after being hired.)

### **Experience**

- A Bachelor's Degree or higher
- Previous Experience in Administration

### **Hours**

- This is a full time, 40 hour per week job.

### **Compensation and Benefits**

- Compensation will be commensurate with experience.