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## *Administrator, NextGen Ministries*

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**Position Title:** Administrator, NextGen Ministries

**Reports To:** Senior Director, NextGen Ministries

**Hours:** 32 Hours per week/Non-exempt

### **Position Summary:**

Grace Fellowship Church (GFC), a growing non-denomination church, in Timonium MD, is looking for an Administrator for the NextGen Ministries Department. The Administrator facilitates the efficient operation of the Department by performing a wide range of administrative and clerical tasks. This support role requires a strong grasp of administrative skills, including technological proficiency, written and verbal communication, organization, time management, and attention to detail.

### **Primary Position Responsibilities:**

- Performs a wide range of administrative and office support activities for the NextGen Ministries department as requested (i.e., communications, ministry participant check-in, scheduling meetings, etc.).
- Maintains the department calendar, staff/volunteer directory, and participant distribution lists for NextGen.
- Assists in the preparation and maintenance of organizational and departmental reports (i.e., operating budgets, financial reports, documents).
- Assists with team ministry communication (i.e., social media, written/electronic communications such as newsletters, signage, etc.).
- Tracks expenditures for departmental events and programs.
- Reviews and processes staff purchases/expenses and financial reports using applicable software such as Bill.com and Tallie.
- Maintains data management systems (i.e., participant records, medical/custodial information, facility requests, etc.) including the ability to store and retrieve files.
- Maintains office supplies and coordinates maintenance of office equipment.
- Assists in building and leading teams of volunteers.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the office.

### **Minimum Qualifications/Expectations:**

#### **Knowledge, Skills, and Abilities**

- Vibrant follower of Jesus with strong character.
- Commitment and support of Grace Fellowship's purpose, vision, and mission.
- Possess cultural awareness and sensitivity.
- Live the staff values of GFC.
- Active and engaged member of GFC preferred.
- Proficient Microsoft Office skills required.

- Strong multi-tasking and follow-up skills with ability to manage and meet deadlines.
- Demonstrated skills in compiling and processing expense/financial reports.
- Must be able to maintain confidentiality and discretion, be detail oriented, collaborative, and possess strong organizational and prioritization skills.
- Strong verbal and written communication skills including editorial and proofreading skills.
- Commitment to creating an inclusive, collaborative and collegial working environment.

### **Education/Experience**

- High school diploma or equivalent and one to three years of related experience in an office environment.
- Excellent computer skills with proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, Outlook, and Publisher.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

### **Working Hours and Conditions:**

#### **Business Hours/Exceptions**

This position is 32 hours per week.

There are currently two events per year, Christmas and Easter, where additional hours are required.

#### **Working Environment**

Most work is done on site. Due to the support nature of this position, a flexible schedule may be arranged with the Director of NextGen Ministries and Executive Director of Operations.

#### **Physical Demands**

This position requires prolonged periods of sitting at a desk and working on a computer. The ability to lift up to 15 pounds at times is expected.

#### **Salary**

Commensurate with experience and capability. To be discussed in the hiring process.

**For more information about Grace Fellowship Church, please visit our website at [gfc.org](http://gfc.org). To apply, applicants must submit a resume to [HR@gfc.org](mailto:HR@gfc.org) along with completing the online [application](#).**