

Director of Administration
Church of the Resurrection

The **Director of Administration** fulfills Church of the Resurrection's mission "to know Christ and make Him known" by ensuring that all Church of the Resurrection's administrative activities are done effectively and efficiently so that all other church operations will function well.

The priority of the staff at Resurrection is to love Jesus and cultivate a heart for Him and His people in order to fulfill the mission to know Christ and make Him known. Seeking to become more like Christ in who we are and what we do is the foundation upon which we serve to make Him known. As a staff, we strive to model everything we teach about knowing and following Christ, growing in faith and character, loving our neighbor, receiving healing, resolving conflict well, and serving with excellence, joy, and gladness.

POSITION SUMMARY

The Director of Administration oversees general church administration, manages internal systems, oversees scheduling, and provides organizational support to staff and clergy.

KEY RESPONSIBILITIES

Administrative Support

- Provide overall leadership for Resurrection's administration, internal structures, and scheduling.
- Staff the front desk, answer the phone, and welcome visitors.
- Organize and maintain the office; order office supplies and equipment.
- Track administrative expenses.
- Provide direct administrative support to clergy.

Back Office Support

- Maintain Community Church Builder (CCB), MailChimp, and Google Workspace.
- Prepare weekly and special event bulletins, Enews, and ResNews.
- Prepare SOPs for routine requirements (i.e., bulletin printing process, Enews development and posting).
- Develop internal systems for phones, mail, internal communications, supply orders, and ministry scheduling for on-campus events as well as for upkeeping a clean and orderly building.
- Prepare copies and organize mass mailings.
- Run errands/fulfill special requests for ordained and pastoral staff.

POSITION REQUIREMENTS

- A clear personal, mature, and articulate relationship with Jesus Christ expressed in a personal, corporate, vibrant, infectious life of worship.
- An open, upbeat, welcoming presence with genuine love for others and a servant's heart to invest in them.
- An ability to work independently toward a vision.
- A demonstrated ability to work well with and on a team.
- Demonstrated success in situations that require initiative and an entrepreneurial spirit.
- An attitude of good-natured flexibility coupled with an ability to quickly prioritize.
- Excellent organizational skills and attention to detail.
- Excellent written, verbal, and communication skills.
- Strong time-management, multitasking abilities and the capability to develop administrative systems to improve overall office efficiency.
- Proficiency with Microsoft Office Suite and Mac OS.
- Satisfactory background check with references.
- Agreement with ACNA, Diocese of the Mid-Atlantic, and Resurrection theology and policies.