

**BETHANY COMMUNITY CHURCH**  
**JOB DESCRIPTION**

**Executive Coordinator**

**Summary:** The Executive Coordinator provides support and coordination for strategic projects, Senior Leadership Teams including the Church Council, Executive Director, Executive Pastor/Head of Staff, and Senior Pastor, and manages two administrative assistants.

**Location:** Bethany Central Services (office at Bethany Green Lake)

**Reports to:** Executive Director

**FLSA Status:** Exempt, Full-time

**KEY RESPONSIBILITIES**

- Provide support and coordination for strategic projects including BCC Strategic Planning, systems improvements, rhythm of the business, and new initiatives
- Provide support and coordination for BCC Senior Leaders and Leadership Teams
  - Church Council - communications materials, support Council meetings, and committee coordination
  - Executive Staff Support
    - Executive Director - strategic planning and Central Services operations
    - Executive Pastor/Head of Staff - Executive meetings, Bethany-wide pastoral meetings, community engagement, scheduling and prioritization, problem-solving, and crisis management
    - Senior Pastor - scheduling, prioritization, problem-solving, and congregant relations
- Provide oversight and management of the Central Services Administrative Assistant and the Multisite Administrative Assistant, engaging them in above activities, as appropriate
- Perform other duties as a member of the Bethany Community Church Staff, or as the situation arises/assigned by supervisor

**POSITION QUALIFICATIONS**

- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, customer service, and the ethics of servant leadership demonstrated by Christ
- Excellent verbal and written communication skills
- Proven administrative ability, with strong organizational skills and proficiency in Microsoft Office, Google Applications, and other web-based technology for information sharing
- Bachelor's degree and three to five years relevant work experience, or an equivalent combination of education and experience required

- Excellent interpersonal skills
- Ability to handle confidential information in a mature and professional manner
- Strong project and time management skills, with the ability to manage competing priorities in a fast-paced environment

#### **OTHER SPECIFICATIONS**

*Work Schedule:* Typical work schedule is Monday through Friday, 40 hours/week. Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.

*Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.

*Working Conditions:* The office environment is fast-paced and may be considered stressful due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking.  
Non-smoking building and environment.

*Compensation:* Dependent on experience

*Benefits:* Full benefits for employees working 21+ hours/week including: medical, dental, and life insurance.

*This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.*