

INTERNSHIP & SOT ADMINISTRATIVE COORDINATOR

GENERAL DESCRIPTION

The Internship and School of Theology Administrative Coordinator will provide high-quality administrative support to the Ministry and Director by managing data, handling inquiries, and performing clerical functions such as event coordination, preparing correspondence, scheduling meetings, record keeping, database entry and maintenance, and monitoring administrative projects. This position requires exceptional organization and time-management skills, good judgement, effective communication, and identifies and addresses ministry needs to excel in preemptive support of the team.

Classification: Non-Exempt; Hourly // **Status:** Part-Time (up to 20 hours) // **Team:** Leadership Development // **Supervisor:** Internship & School of Theology Director

Work Schedule:

- Monday - Thursday: 8am -3pm
*Flexible based on ministry needs

ESSENTIAL DUTIES & RESPONSIBILITIES

- Support and participate in the overall mission of the church and its implementation.
- Administer all calendaring and meeting logistics for the Ministry Leaders.
- Assist in organization of events with detailed observance and compliance with established procedures.
- Track budgets, organize credit card statements/receipts, and complete expense reports for Ministry Director.
- Maintain accurate records of student enrollment, grades, and academic transcripts, as well as managing files related to faculty appointments, curriculum changes, and accreditation requirements.
- Create class schedules, order books, and manage classes in Pathwright as well as building PowerPoint/keynote slides for individual classes.
- Support students with course registration, academic deadlines, and general inquiries.
- Assist with recruitment by supporting the Director in identifying potential interns and volunteers for ministry roles.
- Provide information by responding to inquiries and solving administrative problems for students, faculty, staff, and external partners.
- Arrange travel, accommodations, and resources for internships and ministry events.
- Maintain and update church database [Church Community Builder (CCB)] for all ministry facets.
- Serve as the primary ministry CCB coordinator, provide data input and reporting to ensure the team is current and in compliance with approved Rock Point policies and procedures.
- Serve as the Ministry liaison to other teams and centralized areas of coordination.
- Attend Ministry meetings as well as Administrative Assistant meetings.
- Serve as a back-up receptionist on an as-needed basis.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Minimum of 2 years Administrative or Volunteer Experience
- High School Diploma or GED
- Proficient with computers, including Internet, Email, Microsoft Office
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

PREFERRED REQUIREMENTS

- Minimum 3 years Administrative Assistant Experience
- Proficient in Microsoft Office 365
- Working knowledge of Concur Expense System
- Working knowledge of Church Community Builder
- Working knowledge of Pathwright

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 15 pounds).

PERSONAL LIFE REQUIREMENTS (POST-HIRE)

- Model biblical understanding and maintain a consistent personal devotional life.
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case-by-case basis with Lead Team approval).
- Model biblical family life before the body and regularly attend worship service with your family.
- Model biblical integrity and conduct personal life in a manner consistent with Rock Point Church's core values.
- Model biblical community.
- Model biblical generosity and financially support Rock Point Church.