

Role Description for New Heights *Administrative Equipper*

Last Updated September 2017

1. Major Responsibility: Equip People

Key Activities	Standard of Performance
<ul style="list-style-type: none"> • Support Ministry Leaders 	<ul style="list-style-type: none"> • Help plan and schedule regular leadership meetings • Help develop and train ministry leaders • Provide administrative oversight of ministries • Provide a system for regular feedback for ministry leaders • Oversee the “Plan and Protect” policy and procedure
<ul style="list-style-type: none"> • Discipleship organization 	<ul style="list-style-type: none"> • Help strengthen the disciple making process with behind the scenes support and leadership • Be actively involved in the disciple-making process

2. Major Responsibility: Oversee administration

Key Activities	Standard of Performance
<ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • Ensure website up-to-date • Facilitate the flow of healthy communication • Ensure the preparation of weekly communication
<ul style="list-style-type: none"> • Manage strategic planning infrastructure 	<ul style="list-style-type: none"> • Work alongside Pastor to ensure implementation of plans and strategies • Collaborate in the building of systems and structures
<ul style="list-style-type: none"> • Coordinate programs 	<ul style="list-style-type: none"> • Oversee logistics of the regular schedule and NH events • Liaise with leaders on scheduling & planning • Provides support with promotion and program planning
<ul style="list-style-type: none"> • Scheduling 	<ul style="list-style-type: none"> • Facilitate use of different spaces. • Facilitate the flow of healthy communication • Handle bookings • Implement user group guidelines.
<ul style="list-style-type: none"> • General administration 	<ul style="list-style-type: none"> • Keep all records up to date • Develop & manage a system to track people • Coordinate & oversee the use and sharing of the building • Oversee the budget on a day-to-day basis & liaise with the finance team
<ul style="list-style-type: none"> • Hope Central administrative support 	<ul style="list-style-type: none"> • Assist volunteer coordinator • Liaise with grant writer and finance team

3. Major Responsibility: Personal Development

Key Activities	Standard of Performance
<ul style="list-style-type: none"> Practice spiritual disciplines 	<ul style="list-style-type: none"> Practice regular prayer and time in God's Word Has regular times of personal retreat and reflection Practices other spiritual disciplines on a consistent basis
<ul style="list-style-type: none"> Engage in personal leadership development 	<ul style="list-style-type: none"> Develop an annual leadership development plan Be involved in monthly learning activities Attend occasional conferences and learning opportunities

Core Competencies

The core competencies needed in order for this person to be effective in this position:

Core Competency	"What this looks like on the job"
Organization and Planning	Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.
Developing People	Coaching and supporting people; helping them build capabilities needed now and in the future.
Leadership	Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives.
Team Building	Able to work with people in such a manner as to build high morale and group commitments to goals and objectives.
Communications – Spoken and Written	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in all circumstances; listens well; able to write clearly and effectively, present ideas and document activities; able to read and interpret written information

Four Ways To Further Discern Position Fit

Capacity

- Works well in the missionary minded church expression
- Able to adapt quickly to a changing environment
- Connects well with all ages and all types of people. (Church and Community)

Character

- Servant leader
- Committed Jesus follower

Competencies

- Interpersonal skills
- Team builder
- Self-starter
- Problem solver
- Computer savvy (Experience with websites, excel, email, and other forms of communication)

Chemistry

- Fits the culture of New Heights (values, leadership style, beliefs)
- Works well in team and complements lead pastor