



Administrative Coordinator– Tri-Valley Area

JOB SUMMARY

The Administrative Coordinator is responsible for building and leading a team of volunteers to provide administrative support for various staff and ministries pertaining to the Tri-Valley Area of Cornerstone, including oversight of the Livermore Front Office.

JOB DUTIES AND RESPONSIBILITIES

Administration

- Train key volunteers on Cornerstone Central database.
- Maintain the events calendar within Cornerstone Central and oversee the approval of all events, rooms and resources pertaining to the Livermore building (collaborating with the Facilities Director).
- Provide Cornerstone Central support to various ministries especially when it comes to form creation and event and groups management.
- Assist Area Pastor with receipts, WorkPlace entries and any administrative needs pertaining staff meetings or gatherings for the Tri-Valley Area.
- Provide administrative assistance to staff and ministry leaders as needed; especially in ministries that do not have a designated admin role.
- Work with ministries for Costco ordering.
- Certified Live Scan Roller; administer Live Scans as needed.
- Initiate benevolence request process as needed.

Ministry

Guest Services

REPORTS TO

Guest Services Leader

JOB STATUS

Regular, Full-time
Non-exempt

JOB CODE

DATE WRITTEN

April 2021

Reception

- Lead a team of volunteers who manage the front office telephone and mail communication as well as welcome and assist walk-in guests.
- Ensure tidiness of reception area.
- Maintain office supply inventory.
- Manage maintenance of office machines/equipment; assisting with troubleshooting and training when needed.

Equipping

- Identify and invite a team of volunteers to provide oversight for the Livermore building front office.
- Ensure that all volunteers are being ITAFERR'd effectively.

JOB SKILLS AND REQUIREMENTS

- Proven giftedness in Administration, Hospitality, and Leadership
- Regular attendance in ministry and worship at Cornerstone Fellowship
- An ongoing display of Christ-like behavior; treating others with respect, compassion, and integrity
- Proficient computer/software skills
- Event planning and execution experience
- Team player
- Excellent verbal and written communication skills
- Completes work with accuracy and reliability
- Enjoys organizing and sustaining effective systems and structures in a collaborative team environment
- Effective problem-solving skills
- Detail-oriented and organized

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. The duties specified above are not all-inclusive and with consideration of Cornerstone's needs, the job description can be modified at any time.

Staff Name

Staff Signature

Date