



JOB DESCRIPTION

Church of the Nazarene, Inc.

Job Title:	Administrative Coordinator
Working Title:	Administrative Coordinator
Department:	CAO
Office:	Office of the Chief Administrative Officer

Summary:

This person:

- will be responsible for providing administrative support to the Chief Administrative Officer (CAO) and other senior executives for the Church of the Nazarene Global Ministry Center through a variety of tasks related to organization operations and communication
- will communicate in various meetings and electronically, ensuring that all administrative assistant duties are completed accurately, delivered fulfilled with high quality and in a timely manner

Essential duties and responsibilities include the following. Other duties may be assigned.

- Executive calendaring
- Assist with annual budget preparation
- Maintain physical and electronic shared-drive files
- Reconcile credit card statements and prepare expense reports
- Administrative support as assigned for General Treasurer
- Prepare CAO related materials for quarterly BGS meetings
- Enter check requests for CAO office and serve as backup for other GMC offices
- Facilitate office travel arrangements
- Administrative support for the CAO related to General Board meetings
- Manage administrative functions related to General Assembly for the CAO

Qualifications:

The Global Ministry Center (GMC) is the mission and service hub of the Church of the Nazarene throughout the world. All employees of the GMC play a vital role in conveying the Church's message and carrying out its mission. The world looks to the GMC to represent, and to be a resource for the entire denomination. It is therefore essential that all employees be in agreement with the doctrine and beliefs of the Church of the Nazarene, including those set out in the Covenant of Christian Conduct set out in the *Church of the Nazarene Manual*.

Minimum Education/Experience:

- Bachelor's degree
- At least seven years of increasingly more responsible administrative professional level work experience

Other Skills/Abilities:

- A heart for ministry and services for the kingdom
- Strong interpersonal skills
- Proven communication, technology, and general administrative experience
- Sensitivity to confidential information
- Knowledge of office management systems and procedures
- Financial acumen that supports preparation of finance-related materials
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in MS Office, particularly Word, Excel and PowerPoint

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, talk, stand, walk, use hands, see (specific vision abilities required – including the ability to adjust focus) and hear. In addition, the employee may be required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. Employee must regularly lift/move up to 25 pounds and may lift/move up to 40 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: Office working environment; the noise level is typically quiet.