

RAINIER AVENUE CHURCH

Encouraging everyone in the Rainier Valley and beyond
to find wholeness in Jesus Christ
Fostering intimacy with God
Building authentic community
Working together for compassion and justice

Position Description: **Executive Administrator**

ABOUT US: Rainier Avenue Church is a vibrant, multicultural and multigenerational Free Methodist congregation with a Sunday attendance of 500, located in the Rainier Valley neighborhood of Seattle, WA. For over a century, we have proclaimed the gospel of Jesus Christ while also pursuing the common good in one of the most diverse communities of the United States. Learn more on our [website](#).

POSITION PURPOSE: As a partner to the Lead Pastor and church leadership, you would champion efforts to create operational effectiveness for the church by developing healthy and effective administrative processes. The goal of these processes would be not only to help the church become more efficient, but more importantly, to be better equipped to fulfill our calling as a light to our neighborhood. You are also a relational team player who actively develops staff and lay leaders so that they can thrive in their roles.

A. QUALIFICATIONS:

1. Christian maturity and a continued nurture of a personal relationship with Jesus.
2. Experience working cross-culturally, as well as a full commitment to justice, equity, and racial reconciliation as biblical values.
3. Experience as a senior administrative and managerial leader.
4. Ability to craft, implement, and maintain effective administrative systems and policies.
5. Confident working on and addressing issues and details related to the general operation of the church, including finances, personnel, facilities, and general administration.
6. Experience managing, mentoring, and developing other staff.
7. Ability to learn to use and train others in the use of administration software tools such as Google programs, Planning Center, Church Community Builder
8. Demonstrated history of working well with others in a team environment.
9. Ability to take direction, initiate, and work independently as well as in collaboration with others.
10. Excellent gifts of leadership, administration, and strong verbal and written communication skills
11. Must be able to live in accordance with theological convictions of the Free Methodist Church
12. Bachelor's Degree required, Graduate Degree recommended (Organizational Management or related degree)

B. FUNCTIONAL RESPONSIBILITIES

- **Church Operations & Administration** – Develop, implement and maintain administrative and operational systems on behalf of staff and lay leaders. Play a coordinating role on issues related to finances, personnel, facilities, and general church administration. Supervise administrative staff to handle day to day operations of church, including training others in the use of administrative software tools. Identify and develop lay leaders who can also address

administrative and operational issues at church.

- **Overall Church Policy** - Working directly in collaboration with the Executive Leadership Team and Board of Administration and its subcommittees, steward the creation of high level policies that are consistent with and in service to the mission and vision of the church.
- **Staff Support & Development** – in partnership with the Senior Pastor and personnel subcommittee, help to support and develop all staff, especially through creating systems and processes through which staff can pursue greater effectiveness.
- **Facilities Management & Oversight** - oversight over preventative cares and repairs for church facilities and cleaning schedules. Oversee access to church outside of church functions. Oversight over custodian.
- **All Staff Responsibilities** - together with all church staff, actively participate in the general life of the church, as well as helping to plan and implement regular church events (yearly meetings, conferences, retreats).
- **Perform other duties as assigned.**

C. ORGANIZATIONAL RELATIONSHIPS:

1. Reports directly to the Senior Pastor and exercises ministry under their oversight.
2. Direct supervision over administrative and building maintenance roles including Bookkeeper/Administrative Coordinator, Receptionist, and Custodian.
3. Works in collaboration with other full time pastors and staff on the Executive Leadership Team.
4. Works directly with church staff on issues of staff development and administration
5. Works in collaboration with the Church Board of Administration as well as its subcommittees (Personnel and Finance) on issues of church operations and policy.

D. REQUIREMENTS

1. Must work Sunday mornings (church services) and Wednesday mornings (all staff meeting), and have some regular office hours on weekdays. Evenings and weekends as needed for church meetings.

E. SPECIFICS

1. This is a 40 hour per week position
2. Regular attendance at Sunday worship and active participation in the life of the church is assumed.
3. Three weeks paid vacation after 90 day evaluation period
4. Salary commensurate with experience.
5. Benefits include health insurance, generous sick policy, funding for professional development, pension if ordained in the Free Methodist Church, further details provided in the interview process.

To submit a resume or for more information, please contact us at info@rainieravenuechurch.org. You can also find out more on our website, www.rainieravenuechurch.org.