

Resurrection Metropolitan Community Church

Administrative Support

Position Description and Purpose

Reports to: Director of Operations
Part of: Operations Support Team
Revised: February 21, 2022

Job Summary: The position has responsibility for the coordination and implementation of processes that support our common office needs, volunteers, tenants, and vendors.

Essential Functions:

- Proactively communicate, support, and fulfill the mission, vision, core values, purposes and goals of the church.
- Ensures adequate supplies for effective office, kitchenette, and common area and manages common use storage cabinets (i.e., office kitchen, Gathering Place
- Assist in coordinating logistics and calendar management (i.e., Available spaces, Audio Visual Tech(s), Cleaning, setup/breakdown) for rental events.
 - May also respond to initial inquiries for rental requests and provide tours as necessary.
- Adhere to all Resurrection MCC Policies and offer new policy considerations.

Other Responsibilities

1. Keep Director of Operations abreast of upcoming events in Calendar and other pressing items as needed.
2. Participates in training and engages in practices to effectively equip and support Director of Operations and Executive Team.
3. Perform any other duties assigned as needed.

Preferred Qualifications

1. High School Diploma/GED is preferred.
2. Project management experience.
3. Demonstrates effective hospitality with the public at large for campus usage.
4. Culturally literate in both faith and LGBTQ communities.
5. Clear professional boundaries with staff, board, congregants, and the community.
6. Active member of Resurrection MCC with consistent attendance (visible and approachable) in worship, holiday/special services, and other church events and functions.
7. Acceptable background checks for criminal and credit history are required.