



CHURCH *of the* KING

PROGRAMMING ADMINISTRATOR

Job Title: Programming Administrator

FLSA Status: Non Exempt

Reports to: Programming Director

VISION STATEMENT:

Reaching People, Building Lives

VALUES:

Excellence, Life-Giving, Kingdom-Minded, Leadership, Generosity, Spiritual Family, Biblical, Generational

PURPOSE:

The Programming Administrator is responsible for the execution of day-to-day activities and special projects for all strategic and administrative assistance in event projects, scheduling, and a broad range of duties for implementation of the programming department.

ESSENTIAL DUTIES / RESPONSIBILITIES:

- Manage and maintain the Programming Director's schedule and appointments
- Prepare and edit correspondence, communications, presentations and other documents
- Prepare, arrange and coordinate meetings and events, agendas for Programming Director
- Monitor, respond to, and distribute incoming communications
- Coordinate and Lead project-based work and major ministry events
- Obtaining data from Metrics System and compile report for Programming Director / staff
- Help Programming Director with all aspects of Sunday prep
- Compile, transcribe, record minutes of meetings for Programming Director
- Ordering supplies / materials / food for events and team.
- Storage management / organization
- Process credit card receipts for Programming Director

COMPETENCY/KNOWLEDGE REQUIREMENTS:

- Strong administrative skills
- Organizational and planning skills
- Communication skills
- Information gathering and information monitoring skills
- Problem analysis and problem-solving skills
- Judgment and decision-making ability
- Ability to work independently
- Good time-management skills



- Ability to maintain confidentiality
- Strategic forward thinking, planning ahead
- Ability to multitask
- Ability to be flexible with growth, delays and unexpected events - Adapt to Change

QUALIFICATIONS / REQUIREMENTS:

- Administration and systems minded
- Must be detailed-oriented, accurate and thorough
- Able to learn and use new software easily

PROFESSIONAL / WORK EXPERIENCE REQUIRED:

- 3-5 years administrative experience

PHYSICAL DEMAND REQUIREMENTS:

- The physical demands may include but are not limited to: sitting, walking, bending, stooping, twisting, and lifting up to 30 pounds as needed to fulfill job duties and requirements

Signature

Date

*This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. Contents are subject to change at management's discretion.