

EVANGELICAL FREE CHURCH OF LETHBRIDGE

Mission:

We love God, love one another, and love our neighbours so that people become passionately committed to hearing and obeying God, and teaching others to do the same.

Vision:

We dream of being a movement of people who build bridges into our neighbourhoods and the world because God has created a bridge of love to us.

We desire to:

- passionately follow the Father and be transformed into His likeness;
- graciously enfold anyone into our warm and loving, Spirit-led family; and
- boldly love our community, speaking hope through Jesus and reaching out to those in need.

Job Title:	Executive Director of Administration
Hours:	Full-Time (40 hours / week)
Reports To:	Executive Pastor
Revision Date:	March 20, 2024

Purpose of the Position:

To oversee handling and coordination of all administrative functions effectively, in support of EFCL's overarching mission and vision

Core Responsibilities and Duties:

1. Leadership

- Serve on the Executive Leadership Team
- Oversee and manage the daily operations of the administrative team, including supervising administrative staff, delegating tasks, and providing guidance and support

2. Administration

- Provide administrative support to the Lead Pastor
- Provide administrative support to the Executive Pastor
- Coordinate and communicate with ministry heads to understand their administrative needs and ensure timely delivery of services

- Develop and implement administrative procedures and policies to enhance organizational efficiency and productivity
- Streamline administrative processes and systems to optimize workflow, minimize redundancy, and improve overall effectiveness
- Understand and manage the overall database environment, ensuring the ongoing efficacy of applications
- Maintain and update organizational policies, ensuring compliance with legal and regulatory requirements
- Implement and maintain records management systems to ensure efficient document storage, retrieval, and disposal
- Handle employee-related administrative tasks, including onboarding, offboarding, benefits administration, and employee records management
- Provide financial support in day-to-day operations

3. Office Management

- Oversee day-to-day operations of the office
- Manage office services, including space planning, furniture requirements, and security