



Administration Coordinator

(A Volunteer Ministry Position)

Personal Expectations:

The individual selected must embrace and be a willing public representative of the organization, promoting the organization personally, in a manner of gentleness, kindness, and humility. A volunteer for Step By Step Worldwide Ministries must display our core values at all times, presenting themselves as the ambassador of the organization.

Character Traits:

The individual selected as the Administration Coordinator, must reflect the biblical values outlined in our statement of faith. In all areas of responsibility, the likeness of Christ must be imitated and demonstrated in word and deed. At all times the individual shall display the character and conduct of the Holy Spirit, exuding God's love and faithfulness to others.

Qualifications/Experience/Abilities:

- Ability to travel locally on a frequent basis, be available on a moment's notice, and have a sense of urgency.
- Working knowledge in word processing, email marketing, and social media platforms.
- Superior level of written, oral, and interpersonal communication skills.
- A proactive, results oriented attitude with a proven track record of success.
- Disciplined time management skills, ability to manage and execute time sensitive directives as required.
- Dependable, faithful, an unwavering love for the Lord, and passionate for the work at hand.

General Description of Position:

The Administration Coordinator shall assist the Board of Directors, Fundraising Committee, Missions Committee, and Evangelism Committee, serving in a "core" support role for events, activities, and legal activities of the organization, including: materials and resource acquisition, legal document preparation and handling, event planning and set-up, bank deposits, mailing/shipping, and periodic Board meeting minutes keeping.

Board of Directors:

- Attend Board meetings as required to assist in the recording and implementation of action-based resolutions.
- Facilitate banking, mailing, shipping, and recording of Organizational legal documents as required by the Board.
- Be the alternate recorder of Board meeting minutes, when necessary, as determined by the Board.

Executive Committee:

- Assist the Fundraising Coordinator in the planning, set-up and execution of fundraising events.
- Assist the Missions Coordinator in document mailings, retrievals, payments of fees, and travel requirements.
- Assist the Evangelism Coordinator in the preparation and acquisition of printed materials, and video needs.
- Establish printing and stationery supply accounts for all Committees to assure timely acquisition of needs.

Recording and Maintenance of Annual Function Results

- Work with all members of the organization to post and maintain adequate records of events and results.
- Record donations, expenditures, governmental document fees, and any absorbed costs of the organization.