



POSITION DESCRIPTION

POSITION: Administrative Coordinator
REPORTING TO: Director – Northern VA
Classification: Non-exempt
Status: Part-Time

Duties: General

1. To serve in a manner that brings glory to God and helps bring about His kingdom on earth.
2. To minister with the love of Jesus to those people whom God brings to Regeneration.
3. To support fellow workers in Regeneration in a way that reflects our Lord's call to be one body.
4. To operate as a faithful steward of the resources God and His people have made available to Regeneration.
5. To walk in personal integrity and purity, recognizing that personal conduct reflects upon Regeneration's reputation and capacity to serve well.

Minimum Qualifications

Education: High school diploma or equivalent is required

Skills: Use of computer and keyboard, excellent written, verbal, and interpersonal skills, ability to use office machinery such as printer, copier, scanner. Basic recordkeeping skills.

Physical Requirements: Primarily sedentary. May require periods of walking or standing for extended periods of time. Requires the ability to lift up to twenty-five pounds, bending and reaching above the head with the use of a step-stool or ladder.

Duties: Function Related

1. Provide administrative and organizational support to northern Virginia office.
2. Organize and strategize with the Ministry Director and Director of Outreach for long-term planning and the execution of those plans.
3. Ensure client information is properly secured and remains confidential.
4. Help to maintain northern Virginia's calendar, manage upcoming events and meetings.
5. Manage and maintain efficient office operations (phones, internet, email, mailings, etc.).
6. Manage event details with churches and groups hosting Regeneration events, speaking engagements, etc. including contracts, timelines, payments, deposits, etc.; and work with host church/group to promote the event within their community, troubleshoot emerging problems, and provide an overall positive experience.
7. Manage event details internally, including communicating with event team, email and web site promotions, and online registration.
8. Greet all visitors in a welcoming manner and direct them appropriately.



REGENERATION
becoming whole.

9. Organize and maintain administrative aspects of Regeneration programs: including tracking confidential client applications, pre-program interviews, client payments and scholarships, program schedules and resources, volunteer coordination, and hospitality.
10. Reconcile checks, cash, and money orders received and deposit to Regeneration bank account.
11. Provide required documentation for deposits, scholarships and expenditures to the Database Administrator and Staff Accountant. Collaborate to reconcile discrepancies.
12. Collaborate with other staff members and volunteers to assist larger functioning of the ministry.
13. Organize and maintain office and electronic files according to Regeneration records retention guidelines.
14. Purchase and manage office supply inventory.
15. Other duties as assigned.

Regeneration is an equal opportunity employer. We are committed to providing a work environment that is free from discrimination. Regeneration prohibits discrimination in employment against any employee or job applicant because of that person's race, color, sex, national origin, disability, age, or any other legally protected status