**Job Description**

**Position Title:**

**Reports To:**

**Position Held By**:

**Hours Per Week:**

**Summary of Position**

**Areas of Responsibility**

**Key Job Functions**

**Skills and Competencies**

**1. Organizational Leadership:** Ability to understand the organizational culture. Ability to understand systems thinking and organize details through follow up of assignments. Ability to gather information on best practices to make the organization efficient.

**2. Administration**: Ability to be meticulous regarding the many details it takes to give great oversight to assignments, tasks, and priorities.

**3. Building Collaborative Relationships:** Ability to build relationships with staff, congregational members, and new people who are looking for a place to connect**.**

**4. Computer Skills:** It is vital to be proficient in word, excel, fellowship one, and creating templates**.**