

# Executive Organizational Administrator (EOA)

## **A Seattle Church (ASC)**

**Working Agreement:** Full-time (40+ hours/week, at least Sunday-Thursday), Exempt, Hybrid (in-person + remote), at-will employment.

**Reports to & Supports:** Prentice Park (Exec Pastor), & Pastor Tyler Gorsline (Lead Pastor)

**Compensation:** Negotiable \$70-80,000 annual salary (incl housing allowance), medical stipend

**Evaluation:** Annual 360 review (with Supervisor, and ASC Council if requested)

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## **ROLE SUMMARY**

The Executive Organizational Administrator is a values-aligned, systems-minded leader who serves *A Seattle Church* by stewarding the administrative, organizational, hospitality, volunteer, and generosity systems that support our shared ministry. This role ensures that pastors, staff, volunteers, and the broader community are supported through clear processes, excellent communication, healthy logistics, and faithful stewardship, allowing the life of the church to flourish with focus and joy.

This role functions as an Executive Administrator focused on systems execution. This leader will offer oversight and support for key volunteers (potential support staff) and teams (such as hospitality and connection). They will ensure leaders are resourced, scheduled, assisted, and communicated with effectively.

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## **CORE DOMAINS OF OWNERSHIP**

1. Execution of Organizational Administrative Systems and Tasks
2. Pastor, Staff & Council Administrative Support (Non-HR oversight)
3. Sunday Hospitality & Events Administration
4. Volunteer & Groups Administration
5. Generosity & Financial Operations

This role leads **systems stewardship and coordination**. Many tasks may be executed with the help of volunteers or contractors.

# 1. Organizational Administration & Systems

**Purpose:** Provide clarity, coordination, and administrative support for the effective functioning of ASC's operations.

## Key Responsibilities:

- Maintain and coordinate the master calendar of organizational activity, meetings, and timelines
- Provide administrative support to pastors and staff as capacity allows
- Maintain and improve church-wide information systems and data accuracy
- Organize ASC files, documentation, and shared records for easy access and utilization
- Monitor and respond to the [info@aseattlechurch.com](mailto:info@aseattlechurch.com) inbox
- Track action items and follow-ups from team meetings and planning sessions
- Coordinate communication with external organizations regarding facilities, contracts, and partnerships
- Maintain internal communication and project-management tools used by staff and leadership
- Track and manage inventory of organizational supplies; order as needed
- Maintain referral lists for external professionals and trusted partners

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# 2. Staff & Council Administrative Support (Non-HR)

**Purpose:** Provide clear, consistent, and organized administrative support to staff and council operations.

## Key Responsibilities:

- Coordinate onboarding and offboarding logistics (systems access, documentation, schedules, and resources)
- Maintain employee records and documentation (classification paperwork, files, etc.)
- Update and communicate the ASC Employee Manual (content coordination) as needed
- Coordinate annual review logistics and documentation
- Communicate staff updates regarding meetings, holidays, office rhythms, and events
- Track requested time off, holidays, and shared staff calendars
- Provide timely organizational information to staff and council as needed
- Coordinate logistics for staff retreats, celebrations, and visioning days
- Acknowledge staff and council birthdays with notes and gifts
- Assist in drafting job descriptions and coordinating hiring logistics, as requested
- Coordinate candidate scheduling and interview logistics

*\*This role is not meant to lead HR decision-making process*

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### **3. Sunday Hospitality & Events Administration**

**Purpose:** Create a hospitable, well-organized, and welcoming Sunday and event experience.

**Key Responsibilities:**

- Provide administrative and directional support to Connect & Hospitality Team Leads
- Coordinate hospitality team meetings and scheduling support
- Ensure Sunday environments reflect excellence, warmth, and clear guest flow
- Manage and improve guest follow-up and integration systems (Card, Group, Serve, Give, PCO, etc.)
- Track and restock hospitality and Sunday supplies
- Coordinate logistics for special events (check-in, food, supplies, reservations)
- Ensure wedding and funeral contracts are fulfilled and payments are processed appropriately

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### **4. Volunteer Administration**

**Purpose:** Sustain healthy volunteer systems through coordination, gratitude, and logistics.

**Key Responsibilities:**

- Plan and coordinate annual Volunteer Celebration
- Communicate quarterly volunteer appreciation initiatives across ministries
- Track volunteer recognition to ensure diversity and consistency
- Coordinate thank-you notes, gifts, and recognition distribution
- Collect volunteer testimonies and advocate for inclusion in ASC communications
- Review and support weekly Planning Center (PCO) service orders
- Ensure volunteer roles are scheduled, informed, and resourced
- Coordinate pastoral team scheduling for Sunday services (logistics only)
- Support CRM data accuracy related to volunteer engagement and discipleship pathways

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### **5. Generosity & Financial Operations**

**Purpose:** Faithfully steward ASC's financial systems and generosity practices.

**Key Responsibilities:**

- Coordinate preparation and presentation of the annual budget with LP, XP, Council, and FINCH
- Coordinate vendor payments, bill pay, banking logistics, and payroll processes
- Review and distribute regular FINCH financial reports to key stakeholders

- Coordinate data entry for all giving, tithes, and year-end statements
- Identify opportunities for improved financial efficiencies and stewardship practices
- Coordinate donor communication, gratitude, and generosity updates
- Facilitate benevolence fund processing and distributions under established approvals
- Research and assist with grant opportunities and applications
- Collect and deposit checks and cash from mail and Sunday operations
- Maintain financial process documentation and procedures
- Train staff on financial systems and protocols
- Coordinate contract documentation and processing with LP/XP approval
- Facilitates administration of health benefit reimbursements to employees

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## **BASIC ALL-STAFF EXPECTATIONS**

- Attend regular ASC staff meetings and contribute to shared mission and planning
- Collaborate closely with Pastor Tyler, XP, and staff on operational initiatives
- Communicate clearly, promptly, and professionally
- Participate in shared spiritual formation and relational health practices
- Support church-wide initiatives and seasonal campaigns as requested
- Build healthy relationships with volunteers and congregants
- Practice Sabbath rest and sustainable rhythms
- Attend staff and church-wide retreats when possible
- Occasionally participate in Sunday services or church events as invited
- Actively promote ASC's mission, events, and community life