

JHC Administrative Director Posting Profile

Scope

The Administrative Director is a .50 to 1.0 position with a preferred start in September 2022. This person will be reporting to the Lead Pastor, and is a member of the Pastoral Team. They shall be given the authority to fulfill the specific responsibilities outlined in detail in the formal Job Description.

Roles

To carry out the full scope of details of the duties and responsibilities listed below:

- Oversee Front Office
- Worship & Ministry Assistance
- Oversee Facilities
- Human Resources Management
- Oversee Information Technology
- Financial Management
- Filings & Record Management
- Assistance with Board Management

Qualifications

- Possesses a Godly character and is a passionate follower of Jesus Christ.
- Clearly conceptualize that the administrative and management work is a ministry of the church and verbalize the function of the job as ministry.
- A heart for God and a servant's heart for the church congregation as a whole.
- A regular participant in the life of JHC.
- Proven track record of leadership skills, self-initiator, teachable spirit and a team player.
- A team builder and encourager, working alongside others, developing, empowering and mentoring the staff.
- A rational person with good interpersonal skills.
- Ability to counsel others and to assess needs and respond appropriately.
- Has a good working knowledge of office tasks including, computers and programs, equipment management, accounting, and policy and record organization.

Please respond to hr@hopetoyou.com with a cover letter and resume.