

# ELEVATION MINISTRY POSITION DESCRIPTION

**JOB TITLE:** Part-Time Administrative Coordinator  
**SALARY:** Negotiable Depending Upon Skills/Experience

**START DATE:** Approximately 11-1-2021  
**REPORTS TO:** Teaching Pastor

**Please send all responses and inquiries to Elevation's Admin – [admin@elevationsc.org](mailto:admin@elevationsc.org)**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

*Includes but is not strictly limited to the following:*

### Weekly Duties

- Write, edit, schedule, and send out weekly newsletters and social media posts.
- Keep the information on Elevation's website updated and correct, including posting blog posts for events and announcements.
- Use Keynote to create our rolling announcements' slide deck.
- Schedule volunteers to serve on the different ministry teams.
- Assist in clearly communicating events, needs, and other information either to the congregation, the elder board, or to the ministry teams.
- Other tasks and duties as needed to support ministries and church operations as directed by the elder board.

### Character and Belief Expectations

- Candidates should familiarize themselves with the Statements of Faith and Practice of the Missionary Church; for which the successful candidate's affirmation and submission is expected. Church offices and websites explaining mission, philosophy of ministry, faith and practices may be found at these offices:
  - USA headquarters – Fort Wayne Indiana - [Missionary Church USA \(mcusa.org\)](http://mcusa.org)
  - Western Region Headquarters – Camarillo California - [Missionary Church Western Region – A Family of Churches – Discipling, Growing and Training Together \(mewesternregion.org\)](http://mewesternregion.org)
  - Elevation Santa Cruz – Felton California - [Home - Elevation in Felton: a Bible Church in Santa Cruz Mountains \(elevationsc.org\)](http://elevationsc.org)
- Personal Qualities:
  - Team player.
  - Work history – candidate should be capable of working independently and cooperatively.
  - Provide guidance for volunteers.
  - The candidate should provide adequate character references and submit to a background check.
  - A successful candidate should be a fit with local culture.
  - Sustainability – The general Bay Area is an expensive place to live. Financial sustainability should be explored, including bi-vocational work.