



CAREERS

at University Presbyterian Church

Position: Administrative Coordinator	
Department: Executive Team	Supervisor: Senior Pastor
Hours/Week: Full time, 40 hours/Wk, Benefited	Schedule: Monday - Friday – some remote work possible

SUMMARY

The Coordinator partners with and provides administrative support to the senior pastor in order to advance the mission of the church as a family of communities joining Jesus to transform our lives and the lives of our neighbors at the University of Washington, in our neighborhoods, and all around the world.

RESPONSIBILITIES

- Pastoral Representative – Effectively represent the Senior Pastor to a broad array of contacts inside and outside the church in a manner that upholds the values and mission of UPC; maintain positive relationships and effective networks.
- Scheduling & Communication – Maintain calendars, schedule appointments and meetings, order and organize near and long-term activities, and help protect priorities. Coordinate complex meeting schedules. Manage email inboxes and folders to GTD (“Getting Things Done”) standards. Compose correspondence, including research and drafting proposals.
- General Administrative Responsibilities – Coordinate management of the day-to-day administration as well as managing special projects as they arise. Prepare and process reimbursement requests, copy requests. Make travel arrangements as needed. Prepare and process materials for Session and Presbytery. Oversee budget for the office, coordinating financial processes and working with Finance department to ensure accurate reporting.
- Project Management – Oversee, manage, coordinate, and complete various projects as assigned.
- Other duties as assigned.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ.
- Theological alignment with our “Essential Tenets” of faith [Essential Tenets](#)
- Ability to create a warm, welcoming, and collaborative work environment
- Strong organizational skills, discernment, discretion, confidentiality, and attention to detail
- Demonstrates high level of verbal, written and interpersonal communications skills
- Proven project management ability
- Ability to translate strategic objectives into action items and execute on them
- Technologically proficient and creative, able to learn and leverage resources in new ways. (Word, Excel, Outlook/Exchange, Teams, PowerPoint, social media, web)
- Established cross-cultural experience desired

University Presbyterian Church is an Equal Employment Opportunity employer that values staff with a broad cross-cultural perspective. We strive to create an inclusive environment and embrace diversity.