



Administrative Coordinator Job Description & Expectations

Mission Alignment

Abide exists to cultivate intentional Christian fellowship to strengthen the bonds between Reformed and Presbyterian young adults and their churches. The remote position of the Administrative Coordinator serves a critical role in sustaining and executing this mission by overseeing day-to-day operations, administrative systems, and organizational coordination. This role is administrative in nature, ensuring continuity, clarity, and faithful execution across Abide's gatherings and communications. In addition, this role includes delegated executive responsibilities, as capacity allows, under the oversight of the Executive Director and the Board of Directors.

Position Overview

The Administrative Coordinator is responsible for managing Abide's infrastructure, systems, and operational workflows. This role ensures that communication, finances, databases, events, and internal processes function smoothly and consistently. While the Executive Director retains responsibility for vision and leadership, this role includes limited delegated decision-making related to administrative systems and routine operations. The Executive Director may delegate responsibilities.

Qualifications

- Strong commitment to Reformed theology and principles by being part of a NAPARC or NAPARC-like church.
- Must represent Abide faithfully in life and doctrine.
- Must have gifts of administration, including communication, organization, computer, and technology (i.e., Microsoft Office, Google Suite, databases, and basic website maintenance).
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills.
- Close attention to detail and the ability to manage multiple systems.
- Ability to work collaboratively with diverse groups.
- Proven leadership experience in a non-profit or ministry setting is preferred but not required.
- Bachelor's degree and advanced theological education preferred but not required.
- Must provide a letter of recommendation from a local church council or consistory. (The local church provides spiritual oversight; Abide provides operational oversight.)

Core Responsibilities

Administrative Tasks

- Provide administrative support across the organization between leadership, volunteers, committees, and external partners such as churches.
- Maintain organized digital systems for files, calendars, permissions, and internal communication tools.
- Share information with the managers who run the monthly meetings (attend as needed).
- Process invoices, reimbursements, and deposits, including operating financial software (QuickBooks).
- Track donations via Zeffy and issue thank-you letters.
- Coordinate with the Treasurer as needed.
- Maintain volunteer relationships, including onboarding and offboarding volunteers.
- Provide operational updates and reports to the Board of Directors.

Database & Systems Management

- Oversee and help, as needed, the volunteer who manages Abide's database systems.
- Collect, organize, and update information related to churches, pastors, young adults, volunteers, and events.
- Ensure accuracy, confidentiality, and consistency of data.
- Develop and maintain systems to track inquiries from events, retreats, and help with fundraisers as time allows.

Gatherings (Events & Retreat) Administration

- Provide administrative and logistical support to Area Coordinators, Retreat Committee, and social media marketer.
- Create and manage event and retreat registration forms via Wix.
- Coordinate communication with participants via email and text via Bulk Texter Pro.
- Track registrations, payments, room assignments, and materials via Wix.

Marketing, Communications, and Technology

- Oversee and help, as needed, the volunteer who manages and maintains Abide's Meta social media platforms.
- Assist with preparing and distributing marketing materials to churches.
- Update the website with event information, images, and basic content changes.
- Manage organizational tools and systems, including Gmail, Google Workspace, and databases.

Delegated Executive Responsibilities

The following responsibilities are secondary to the administrative scope of the role and are undertaken only as time and capacity allow, without displacing core administrative responsibilities.

- Support execution of organizational goals and initiatives.
- Serve as a consistent point of contact for churches and partners.
- Support volunteer leadership development and coordination.
- Ensure organizational compliance with established policies and standards.
- This role does not independently define vision, doctrine, or strategic direction.

Oversight & Authority

The Administrative Coordinator operates under the direct supervision of the Executive Director. In the absence of an Executive Director, the President of the Board serves as an interim supervisory authority, unless the Board of Directors designates another member to have supervisory authority. The supervisor provides direction, evaluation, and accountability. Reports may be provided to the Board of Directors through the Executive Director or designated supervisor for oversight purposes.

Compensation & Benefits

Hourly compensation is based on qualifications and availability. Compensation and benefits include:

- \$18.50/hour at 10 hours per week.
- Covered phone and internet expenses (\$50 monthly).
- Reimbursement for approved travel.
- Retreat and Leadership Summit Registration.

Application Process

Candidates should submit a resume, cover letter, and references to abide@abide.net.