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Administrator Job Description

Corporation

The Fellowship of Evangelical Bible Churches is a nonprofit 501(c)3 organization. The Fellowship serves member churches by carrying out programs related to church planting, church nurture, education, missions, outreach and women's ministries.

Position

This position exists to ensure that corporate, legal, and constitutional responsibilities of the Fellowship are carried out. The Administrator will also ensure that board and commission decisions are implemented.

Qualifications

A successful administrator will have general knowledge of all aspects of the corporation including its purposes and goals. A small staff requires that the administrator be a generalist, willing to learn and do a variety of tasks.

Spiritual Qualifications

Because of the integrity required by this position, and in light of the corporation's responsibility to God and to its churches, the Administrator must show evidence of a sincere, faithful walk with God which translates into exemplary moral character.

Educational Qualifications

The Administrator must have college level training in writing and management. Expertise is required in MS Office®, Access® and PowerPoint®. The Administrator should be familiar with the *AP Style Manual*.

Practical Qualifications

Proficiency in writing and editing skills, organizational skills, and filing skills will be essential. Two years of experience in office management for a business or charity are preferred. The Administrator must be able to see a project as a "big picture" and identify the steps to complete it.

Expectations

Office management

The Administrator will be responsible to manage the office, oversee other workers, arrange work schedules, maintain facilities and equipment, contract with vendors, main-

tain tax exemptions, etc. The Administrator will purchase supplies and research and recommend equipment purchases to the Directors.

Reports

The administrator reports monthly to the directors, informing them of changes and developments that may require board attention or action. Other reports to commissions or churches may be made as needed.

Communication

A large part of the administrator's duties will involve communication with churches, commissions, vendors, government agencies, etc. The Administrator must be able to write clearly and succinctly, thinking through the details that must be included to allow clear communication and prevent misinterpretation. Communication modes will vary from informal e-mails to essentially legal documents. The Administrator must be able to edit the writings of others to produce succinct content that reads well.

Accountability

The Administrator will be responsible to the US Board of Directors and directly accountable to the President.

Hours

This is a part-time position with anticipated time of 28 hours per week. Hours can be flexible within the general parameters of an 8–5 work day.

Travel

Although most meetings will be held via video conferencing, the Administrator may be required to attend occasional Directors' meetings and the annual meeting.