

## **Executive Administrator Position**

### **Context**

Sherman Street Christian Reformed Church (SSCRC) is experiencing an exciting period of growth as we seek to be a community open to all. We are looking for a new staff member to help translate our passion for inclusion into thoughtful administration and organizational systems capable of supporting this growth over the long term. The ideal candidate will have an ability to listen, learn alongside, and cultivate personal and collective wisdom in decision-making. This part-time position will be piloted for two years during which the church's staffing needs will be gauged holistically. This person will report to the Administrative Council.

### **Organizational Responsibilities**

- Articulate SSCRC's core organizational functions
- Clarify the distinct roles of volunteers, council members, and staff in decision-making and fulfilling core organizational functions
- Collect, update, communicate, and create policies and procedures
- Help catalyze an update to SSCRC's mission, vision, and values
- Create robust operational systems compatible with its distributed, non-hierarchical orientation. These systems will address:
  - decision-making and prioritization
  - supervision
  - communication
  - volunteer coordination
- Oversee broader volunteer coordination efforts
- Identify current gaps and determine whether additional staffing is needed

### **Staff support Responsibilities**

- Provide high-level support to senior pastors across their full-range of administrative and ministerial activities
- Supervise all other staff and implement a review process
- Work with senior pastors to maintain a healthy culture of collaboration, constructive feedback, and mutual encouragement among all staff

### **Qualifications**

- Leadership experience in a church or other non-profit organization (organizations with volunteer governance preferred)
- Supervisory experience
- Strong verbal, interpersonal, and written communication skills
- Demonstrated ability to collaboratively develop and document policies, process, procedures, and best practices
- Possess a broad understanding of HR, finance, and other core functions of non-profit organizations
- Appreciation of the Reformed tradition and our community commitments to work toward equity for all

- Appreciation and celebration of our diverse sexual orientations, gender, race, and class identities, and disabilities

### **Compensation**

Compensation for this part-time position will be \$35 per hour and we expect it to require 20-30 hours per week. The exact number of hours worked is flexible and will be set collaboratively with the successful candidate. Sherman Street Church provides health insurance for employees working 30 hours or more per week.

### **Application Instructions**

Please include the names and contact information for two references, a resume documenting relevant experience, and a cover letter (two pages maximum) that explicitly connects your past experience to the responsibilities and qualifications outlined in this job description. Submit these materials via email to [searchteam@shermanstreetchurch.org](mailto:searchteam@shermanstreetchurch.org) with "Executive Administrator search" as the subject. Please note that our safe church policy requires that all finalists for this position complete a formal background check.

**Our review of applications will begin on October 5 and will continue until the position is filled.**

Questions about the position and search process can be sent to [searchteam@shermanstreetchurch.org](mailto:searchteam@shermanstreetchurch.org).