



Admin Coordinator

Job Description

Department: Next Steps

Reports To: Next Steps Pastor

Category: Associate Staff (Part-Time, 25 Hours/Week)

Currently Held By:

Last Updated: January 2026

Overview

The Admin Coordinator supports the vision of Journey Community Church by handling the majority of administrative tasks (CCB, Basecamp, Microsoft Office) for the Next Steps team that includes the Next Steps Pastor, Discipleship Pastor and the Care & Connection Coordinator.

Job Responsibilities

- Oversee all Basecamp projects and CCB for Next Steps team
- Significant project management processes
- Thorough database management
- Numerous email communication lists
- Administrate First Time Visitor Letters/Process Queues
- Work with your team to accomplish the goals of the team

Qualifications and Requirements

- Agree with Journey's Statement of Beliefs and adhere to the values and lifestyle consistent with the Journey Leadership Agreement
- Minimum of High School Diploma required
- Experience in Microsoft Office and Apple Products
- Ability to serve in an interdependent team both within the ministry and outside of the ministry area
- A passion for God and helping others engage in the process of knowing Jesus
- Exceptional written and verbal communication skills
- High levels of integrity, work ethic, confidentiality, and dependability



My signature below acknowledges the following:

- I have read and understand the above job description and agree to perform all duties related to this position.
- I agree with Journey's Statement and Beliefs and will adhere to the values and lifestyle outlined in the Staff Statement of Ethics.
- I will perform all necessary duties assigned by the Executive Pastor and the Lead Pastor.
- I understand that though my primary role is working in the focus areas listed above, I may be asked to assist in other areas to accomplish the mission of the church.

Employee Signature

Date