



## Central Office Coordinator Fall 2020 - VACANT

<b>FLSA</b>	<b>Exempt</b>
<b>Employment</b>	Full-Time
<b>Reports To</b>	Director of Operations

### Job Summary

The Central Office Coordinator will be responsible for the oversight of the regular work-life experience and logistical productivity of all of Reliant's Central Teams, locally and distributed. This will include ensuring efficiency in all Central Office operations, procedures, and processes. As well as managing the development and distribution of office tools, resources, physical building logistics and office needs, vendor relationships, etc. This role will include overlap with Central HR and the management of regular human resource functions, as they pertain to the office environment (locally and remotely) - onboarding, events, tools, forms, etc.. And will also have responsibilities in assisting the Director of Operations and handling administrative duties for multiple Central Directors and Centrally organized events & projects.

The ideal candidate would be a strong Christian who is detail-oriented and able to understand the big picture. Someone that exemplifies servant-leadership to those they work with, has excellent interpersonal skills, and excels at the challenge of supporting a highly process-driven office environment while effectively managing his or her time, calendar, and many projects/tasks. This role will require a high level of organizational excellence as well as the flexibility to innovate and scale processes as the Reliant Central team continues to grow. It is important to note that the Reliant office is a hard working, productive environment that prioritizes people and relationships, in an effort to serve our missionaries in the most effective ways possible. We're excited to be in a season of growth and are looking forward to becoming even more efficient in our office operations.

### Responsibilities

#### 1. Oversight of Central Office Logistics

- First point of contact for Reliant Central Office
- Oversight of the physical Lake Nona office space & storage space
- Tracking & management of inventory for Central Office supplies, resources, and logistical needs of Central staff

- Coordination with all vendors, service providers, landlord, etc
- Design, communicate, oversight, and implementation of all office operations, policies and procedures
- Execution in Reliant's Central software tools - phones, Microsoft Teams, internal wiki, etc.
- Coordination of any collaborative office teams - phones, internal wiki, etc.
- Planning and organization of all staff meetings & other general Central meetings and calendars
- Coordination of all Central office strategic plans, processes, and projects
- Track and process all financial reporting and expenses for office functions

## **2. Support & Collaboration with Central HR**

- Help to set and maintain office culture & atmosphere
- Coordination and care for all individual Central Employees
- Oversight and coordination of Reliant Central events and Events Teams - including planning, logistics, execution, etc
- Organization and oversight of Central Spaces on internal wiki software (Confluence)
- Innovation and design of all office operations, policies, and procedures that impact Central Staff
- Hiring & onboarding of all new Central Employees

## **3. Assistant to Director of Operations and other Administrative Duties**

- Administrative Support to Director of Operations
  - Organizing Leadership Meetings - including schedules, agendas, and note-taking
  - General documentation and information processing
  - Various communication support
  - Managing day-to-day calendar and scheduling
- Administrative Support to all Central Directors
  - Tracking & processing all Credit Card charges
  - Organizing team meetings and various travel arrangements
  - Misc forms, etc.
- Coordinate Central development events - logistics and travel
- Assist in any Operations projects related to Central Team as needed

## **Job Specifications**

- A profession of faith in Jesus Christ
- Agrees with Reliant's Statement of Faith, Core Values, Code of Conduct, and Central Leadership Principles
- Excellent interpersonal skills - works well with others and is an effective collaborator
- Excellent communications skills - written, verbal, etc.
- Strong organizational skills & attention to detail, along with the ability to see the big picture
- Efficient problem solver with good time management/prioritization skills, critical thinking, and adaptability/flexibility

- Ability to understand and execute information processes
- Strong organizational skills and attention to detail
- High literacy in innovative technological solutions - Microsoft Applications, Google Applications, task management tools, etc
- Effective in executing project plans - tracking deadlines, scheduling actions, and follow through

## Reporting Relationships

- Reports to the Director of Operations
- Works closely alongside Central HR Administrator, Technology Administrator, and Assistant to the Executive Director
- Administratively serves Central Directors - Director of Program Teams, Director of College Team, Director of Finance Teams, and Director of Organizational Affairs
- Interacts with, and serves, all Reliant Central Staff & departments in general

### All Reliant Office Employees must:

1. Have profession of faith in Jesus Christ
2. Affirm Reliant's Statement of Faith (<https://solomon.reliant.org/display/AboutUs/Statement+of+Faith>) and Reliant's Core Values (</pages/createpage.action?spaceKey=building&title=Core+Values>)

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.