

Renewal Ministries Northwest

Administrative Coordinator Job Description

Organization Mission

Renewal Ministries Northwest is a vibrant and growing local Religious Nonprofit Organization. We engage people in spiritual practices leading to deeper relationships with Jesus that refresh their souls, renew their spiritual vitality, and inspire them to participate with Jesus in transforming the world.

General Job Description

The Administrative Coordinator is responsible for adhering to the mission of Renewal Ministries Northwest by reporting to the Executive Director in carrying out the organization's vision and mission. The primary role of the Administrative Coordinator is to provide comprehensive day-to-day administrative and event related support. Principal responsibilities include donation tracking, calendaring, event logistics, and office management.

Day to Day Operations

Ministry Finances and Donor Relations

- Process and track all donations and program payments coming by mail, bank transfers, and Bloomerang (CRM).
- Track all expenses and ensure timely payment to vendors and contractors.
- Ensure the bookkeeper has information to produce weekly dashboard reports, monthly financial reports, and staff payroll.
- Monitor savings, checking, and credit card accounts, and provide reports to the Executive Director for review by the end of each month.
- Track awarded grant funds.
- Work with Executive Director and Program Director to ensure timely delivery of thank you notes.
- Update Bloomerang thank you receipt quarterly.
- Keep donor information updated in in donor database.
- Facilitate major gifts through the National Christian Foundation.

Office Oversight

- Care for physical office space, scheduling cleanings and maintenance as needed.
- Order general office supplies and maintain professional environment.
- Attend to utilities and technology as needed

- Oversee ministry mail, email, and voicemail.

Digital Resources

- Maintain software, shared files, utilizing Google Workspace
- Setup and run Zoom meetings.
- Oversee organization's hardware and software needs.

Event Logistics

Sponsored and Contracted Retreats

- Maintain office and events calendars.
- Set up and Track event registrations and payments.
- Create and monitor event budgets. Update at conclusion of events.
- Coordinate logistics and payments with retreat venues and retreat facilitators.
- Prepare and print handouts and ensure snacks and needed supplies are provided.
- Be present for sponsored retreats on an "as needed basis" (in-person and on-line).
- Build and train a team of volunteers to help with day-of event needs.
- Prepare and oversee ministry contracts and payments with contract clients.

Annual Reporting

- Provide information to Accountant for timely IRS 990 reporting.
- Renew RMNW non-profit incorporation with Washington Secretary of State.
- Update ministry information required by Mission Increase Foundation.

Qualifications:

- **Experience:** Five years' experience in an administrative or office support role, religious non-profit experience preferred.
- **Interpersonal Skills:** Ability to engage with Renewal Ministries' team and constituents with clarity and grace.
- **Proficiency in Office Software:** Including Microsoft Office Suite (Word, Excel, Outlook). Google Workspace, Zoom, donor database/CRM management
- **Financial Management:** Proven ability to manage financial responsibilities and familiarity with bookkeeping software, preferably QuickBooks
- **Strong Communication Skills:** Both written and verbal, with the ability to effectively communicate with diverse groups of people.

- **Organizational and Time Management Skills:** Ability to prioritize tasks, manage multiple projects, and meet deadlines.
- **Problem-Solving Skills:** Ability to anticipate problems, find solutions, and make decisions.
- **Attention to Detail:** Accuracy and thoroughness in all tasks.
- **Values:** Consistent with RMNW's commitment to Christ-centered spirituality and mission.

Education

- Bachelor's Degree preferred

Part-time Salaried Position

- 20 hours per week (hybrid: in-office and remote)
- \$28 per hour
- Reports to the Executive Director

Benefits

- Paid Vacation - 2 weeks
- Paid Holidays (MLK, Presidents Day, Memorial Day, July 4, Labor Day, Veterans Day, Thanksgiving, Christmas, New Years)

How to Apply:

- Submit digital application materials to office@renewalminnw.org
 - Application for Employment
 - Cover Letter
 - Resume
- Application Deadline– **August 20, 2025**
 - Applications will be reviewed following this date