



Job Description

Job Title: Charis Administrator
Department: Charis Bible College
Reports To: Charis Toronto Director
Supervises: Student, Volunteers
Schedule: Half time (.5) – flexible (with potential to move to fulltime)

Location: Toronto, Canada
Date Closing: When filled
Benefits: as per AWMC/CBC benefits plan
Revised: July 3, 2020

QUALIFICATIONS:

- Must have completed at least 1 year of training at a recognized Charis Bible College Campus.
- Must have a background in administration with at least one (1) year of experience.
- Must have computer skills and be familiar with Office 365 or have the capacity to learn.
- Must have proper people skills to oversee people and provide an atmosphere of growth and development for staff and students.
- Must agree with the vision statement and doctrinal statement of Charis Bible College and Andrew Wommack Ministries.

LINE OF AUTHORITY:

- The Charis Administrator will oversee Admissions
- The Charis Administrator will oversee Scheduling
- The Charis Administrator will oversee the Facility as pertaining to Charis Bible College
- The Charis Administrator will collaborate with AWMC I.T., Media Marketing Depts.
- The Charis Administrator will oversee Charis Events

LINE OF ACCOUNTABILITY:

- The Charis Administrator will report to the Charis Director, and in-turn will report to the Andrew Wommack Ministers Director. The Andrew Wommack Ministry Director will report to the World Outreach Regional Director, and ultimately to World Outreach.
 - The Contact in World Outreach for this position is the World Outreach Director of International Operations or their World Outreach Administrative Assistant.
- The Charis Administrator will be subject to all policies and procedures established by World Outreach and implemented by the Directors of Andrew Wommack Ministries and Charis Bible College.

GENERAL PURPOSE:

- To oversee the administrative functions of the Charis Campus Locations, and implement all directives given by the Director of the Charis Campus.
- To assist the Charis Director in ensuring all adherence to policies and procedures established by World Outreach.
- To provide clear direction to Charis staff and volunteers for operations of the Charis Campus, and report back to the Charis Campus Director.

HR Purposes:

FLSA Status/Job Family: Exempt Date Completed/Reviewed:

MSEC Code :

Pay Grade/Range:

- To assist the Charis Director in oversight of the day to day operations of the Charis Campus.

DUTIES GENERAL:

- Oversee the administrative functions (Admissions, Accounting, Facilities, IT, Media, Marketing & Events) of the Charis Campus and report back to the Charis Director.
- To ensure that all staff in their line of authority are informed of and operating according to policy and procedure established by World Outreach.
- To ensure active communication between the Charis Director and all members of staff in their line of authority.
- To provide training, in coordination with the Charis Director, for all staff in their line of authority.

DUTIES SPECIFIC:

- The Charis Administrator will provide reports regarding Events, Facilities, I.T., Media and Marketing, and Admissions, for the purpose of keeping the Charis Director apprised of all that is happening in the Charis location.
- The Charis Administrator will provide accurate and timely reporting to the Charis Director.
- The Charis Administrator will ensure that policies and procedures established by World Outreach and enforced by the Charis Campus are being followed by each member of their line of authority.
- The Charis Administrator will hold each member of their line of authority accountable to their job descriptions and all agreements made concerning the operation of the campus.
- The Charis Administrator will ensure that the Charis Director has all information necessary to complete the required World Outreach report form by the 15th of each month.
- The Charis Administrator will take all recommendations to increase efficiency/productivity or save money presented by their line of authority to the Charis Director.
- The Charis Administrator will work with the Charis Director to oversee Student Mission Trips.
- The Charis Administrator will work with the Charis Director to oversee Charis Volunteers.

GUIDELINES / EXPECTATIONS:

- Charis Administrators will conduct themselves according to the guidelines of the ministry. They will be held to the standards outlined in the employee "Code of Conduct" portion of the directives. They will maintain a professional relationship with each of the people they oversee while operating within the scope of their positions.

HR Purposes:

FLSA Status/Job Family: Exempt Date Completed/Reviewed:

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