

CHURCH OF THE CITY

Position Description

Job Title: Community Life Coordinator
Department: Community Life Team
Reports To: Director of Operations

Summary

Provide assistance and coordination to the Community Life and Care teams.

Required Competencies:

A successful candidate understands the COTC Culture, is proactive, meets deadlines, communicates effectively, and performs tasks to ensure workflow runs smoothly. This role requires the ability to effectively multitask, manage calendars, and serve as the gatekeeper for each team's personal and relational aspects.

Essential Duties and Responsibilities (Other duties may be assigned):

- Input and manage community life/care team data within Planning Center and other tracking databases.
- Schedule, coordinate, and attend meetings, as required.
- Coordinate business-related travel logistics as required, collaborating with Central Support to maximize American Express benefits.
- Coordinate expense management, including Expensify processing.
- Coordinate stakeholder communications (phone, email, and in-person).
- Assist with the execution of ministry program plans and event coordination as needed.
- Assist with special guest hosting and coordination as needed.
- Coordinate and monitor the various program and mission-related projects, as assigned.
- Prepare various internal communications.
- Handle special assignments as needed.
- Manage logistics for all events about community life (i.e., leader training and group events, stakeholder classes, COTC Men's events), including but not limited to: reserving rooms in PCO, ordering food, managing childcare, managing participant correspondence.
- Ensure supplies available and organized for ministry development functions such as recruiting, training, and stakeholder classes (not every group on the premises).

- Provide admin support to the broader community life team, including answering questions via phone or email and communicating community life needs across departments/ministries.
- Participate in cross-training with additional admin coordinators (Community Life group communication/administration).
- Participate in and be available for community life events, as needed, including occasional evenings or weekends (regular Sunday morning participation).

Qualifications

A Christian in submission to the Scriptures' authority and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture.

The criteria listed below represent the knowledge, skill, experience, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: A High School Level education, or its equivalent, and a baccalaureate degree preferred.

General Skills: Must have general computer skills including a working knowledge of Microsoft Office; protects confidential information; knowledge of general business practices; strong organizational skills and close attention to detail; strong communication skills (written and verbal); ability to adhere to deadlines and execute on tasks and handle multiple, diverse assignments; practical time management skills; ability to work well in teams; demonstrated ability to be innovative and suggest changes/improvements within the scope of work; anticipate needs and create efficient and effective processes; self-motivated and takes responsibility/ownership of tasks; demonstrates flexibility and adaptability to changing situations; demonstrate a high level of customer service, friendliness, and etiquette consistent with the culture of the organization.

Experience: A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the requirements of the position.