



Position Description

Job Title: Ministry Support Coordinator
Department: College/Women/Volunteers
Reports To: Operations Director, Programming Director
FLSA Status: Non-Exempt

Summary:

This position is responsible for ensuring all aspects of College and Women's ministry support systems are handled smoothly and efficiently. Must thrive in detail-oriented administrative work and be an eager cooperating team member for special events, college gatherings, women's events, and volunteer training events. Additionally, this role will handle administrative aspects of College/Women/KidCity volunteer recruitment, onboarding, retention, and care.

Required Competencies:

A successful candidate understands the COTC culture, is proactive, meets deadlines, maintains confidentiality, communicates effectively, performs tasks to ensure workflow runs smoothly and possesses the necessary relational skills (i.e., emotional intelligence, communication, and conflict resolution) to navigate the organization's needs and requests.

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

College/Women Ministry Support

- Welcome visitors, screen and direct phone calls/emails/inquiries, and make sure the College/Women office is fully equipped and functions smoothly.
- Process expenses and maintain Expensify for the department with regularity.
- Assist Operations Director with special events coordination and implementation.
- Assist Programming Director with support tasks as necessary.
- Handle and safeguard confidential information and maintain accurate data.
- Participate in leadership development and special event opportunities as requested.
- Practice self/soul care regularly, transparent communication with supervisor, and openness to feedback to ensure a healthy employment atmosphere.
- Attend one of the primary worship services the majority of each month.

College/Women/KidCity Volunteer Coordination

- Maintain all processes associated with volunteer recruitment, onboarding, and retention.
- Participate in efforts to regularly celebrate and care for volunteers.
- Partner with team members in planning and executing role specific volunteer

"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)

- training and regular emergency and protection process training.
- Work with team members to determine best placement and schedule volunteers as requested.
- Handle and safeguard confidential information and maintain accurate data on all volunteers.

Supervisory Responsibilities

None

Qualifications

A Christian in submission to the authority of the Scriptures and the Holy Spirit, as evident in lifestyle. Subscribes to and is in complete agreement with the Church of the City's Statement of Faith. Represents and upholds Church of the City's mission, vision, and culture by demonstrating a strong work ethic, positive attitude, and learning posture. The incumbent is willing to become a stakeholder of COTC within six months of hire.

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 required; 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 position's requirements.

Physical Requirements:

- Ability to lift or carry up to 20lbs
- Ability to sit for extended periods
- Ability to work at a keyboard and other related equipment
- Ability to move about to accomplish tasks related to role

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