

Job description

Job purpose

This part-time position reports to the Senior Pastor and is responsible for the coordination and scheduling of all ministry programs and events in the church. This position is the primary conduit in which all internal and external ministry programs and events are scheduled. This is a highly collaborative role that also requires a great deal of autonomy, good judgement, and the ability to facilitate multiple projects through completion.

Work also includes assisting in office duties as designated.

Job Classification

Administrative staff

Parttime: 9-10 hours per week, hourly pay

Two days per week from 9:00A to 1:30P

Duties and responsibilities

Tasks:

1. Scheduling Events and Building Use

- a. Coordinate the scheduling of building use for all groups and all events, maintaining good communications and follow-up
- b. Maintain accurate record of Space Sharing Agreements and updates/amendments
- c. Collaborate with ministry leaders and building users to understand the scope of programs and event elements and assist when needed/appropriate
- d. Maintain a spreadsheet for building use, fees, contributions and rentals for the NIC Annual Statistical Report

2. Key Assignments

- a. Assign and distribute church keys to appropriate persons, including but not limited to: Pastors, Committee and Team Chair, Business Manager, Administrative Assistant, Education Coordinators, Choir Director, Organist, Custodial Staff, Church Treasurer, Head Usher
- b. Keep both a hard copy log and a digital log of key assignments
- c. Review and edit key assignments in January of each year

3. Office Assignments

- a. Coordinate wedding, funeral, and baptismal mailings and bulletins when requested
- b. Assist with making bulletins and the AWL when requested
- c. Create a manual of businesses/companies that do work for the church which includes but not limited to: plumbers, roofing experts, HVAC, window replacement companies, IT companies
- d. Assist in creating pamphlets and documents as requested

e. Attend monthly staff meetings

f. Other duties when requested

Qualifications

The coordinator should have the following skills or abilities

- Excellent interpersonal, verbal and written communication skills
- Proficiency in spreadsheet (MS Excel), word processing (MS Word), and database

Windows

Software.

- Ability to learn the Shelby computer system
- Effectively initiate and respond to oral and written communication
- Able to work an occasional evening and/or weekend
- Ability to work with all staff and members ensuring good communication
- Exhibit a "whatever it takes" positive attitude

Job Type: Part-time

Pay: \$15.00 - \$17.00 per hour

Expected hours: 10 per week

Work Location: In person