

FAMILY MINISTRY COORDINATOR

Department:

Family Ministry

FLSA Status: Non-Exempt

JOB SUMMARY: The Family Ministry Coordinator is responsible for supporting volunteer recruitment, onboarding, communication and recognition. In addition, the Family Ministry Coordinator will oversee the execution of events and provide administrative support as needed.

REPORTS TO: Senior Director of Family Ministry

ESSENTIAL FUNCTIONS:

- Oversee, maintain, evaluate and continually improve department processes and procedures
- Oversee the execution of special events
- Maintain job descriptions for all Family Ministry volunteer opportunities
- Maintain and update volunteer handbook for each environment
- Maintain complete and accurate files in CCB for Family Ministry
- Assist FM staff with effective communication (newsletters, social media, website, announcements)
- Order office supplies as needed

ADDITIONAL RESPONSIBILITIES:

- Accomplishes all other duties and tasks as appropriately assigned or requested.

EDUCATION & EXPERIENCE:

- Bachelor's degree preferred
- High level of administration experience desired
- Previous experience in Family Ministry preferred
- Social media experience required

KNOWLEDGE, SKILLS & ABILITIES:

- Mature Christian with growing relationship with Jesus
- Excellent interpersonal skills with experience in conflict resolution
- Excellent verbal and written communication skills
- Strong organizational and administrative skills
- Competent in tools and technologies required to perform duties of the job
- Ability to recognize and maintain confidentiality as appropriate

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is not exposed to weather conditions.

I can, with or without reasonable accommodation(s), perform the essential functions of this position:

Employee Signature

Date

DATE CREATED/REVISED: January 2021