



## Job Description

**JOB TITLE:** Children, Student and UMin Program Coordinator  
(Multi-Ministry Coordinator)—*this is 30 hour per week, a non-exempt position.*

**REPORTS TO:** Director of Children and Family Ministries

**POSITION LOGISTICS:** This is a 30 hour per week, hourly position

**SALARY RANGE:** \$23.50 to \$26.00 per hour

**BENEFITS:** Fully paid Medical Coverage  
Optional Coverage, such as Dental, Vision and AD&D  
Paid Sick Leave  
Paid Vacation  
12 Paid Holidays per year  
Life Insurance  
Long-Term Disability Insurance  
403b Retirement Plan

**MINISTRY DEPARTMENT:** Children and Family, Student and University Ministries

**POSITION RATIONALE:** The Multi-Ministry Coordinator provides administrative and operational support to ensure smooth execution of programs, events and day-to-day activity. This role combines strategic planning support, financial management, communication coordination and cross-functional collaboration to support ministry objectives.

### **GENERAL REQUIREMENTS/PREREQUISITES:**

The individual in this position:

- Has a mature Christian faith and a servant's heart
- Has a welcoming and generous spirit and exhibits poise under pressure
- Is self-motivated and directed while setting a professional tone
- Has a desire and commitment to work with children, teens, young adults, parents and families
- Has strong communication and interpersonal skills
- Is able to organize and empower volunteers in ministry areas of need
- Has strong computer skills, especially in Google Suite, MS Word and mail merge, Publisher, Excel, database management and general website posting and maintenance knowledge

**UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:**

- Facilitate registration and check-in processes for weekly ministry programming, camps and other activities
- Coordinate logistics for special events including camps, fundraisers and other ministry programming
- Manage facility scheduling and resource allocation for all programmatic needs
- Manage volunteer coordination and administrative record maintenance
- Execute comprehensive event planning including budget management, vendor coordination and day-of operations
- Process and reconcile registration fees, program expenses and fundraising proceeds
- Track and manage departmental budgets and resources by special event
- Develop and execute comprehensive communication strategies for program promotion in collaboration with the Ministry Directors
- Manage multi-platform calendar systems (online, Shelby)
- Create and distribute marketing materials including newsletters, flyers and digital content collaboration with the Ministry Directors
- Work with the Communications Coordinator to ensure consistent brand messaging across all communication channels
- Maintain accurate participant and volunteer databases with current demographic and program information
- Generate reports and analytics to support program evaluation and strategic planning
- Ensure data integrity across multiple systems and platforms

**CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:**

- Attend every weekly Tuesday All-Staff Meeting
- Assists with Ministry programming on Sunday, as needed
- Attend weekly ministry meetings
- Maintain Shelby database with current information for youth and leaders, particularly by grade/age
- Schedule all facility needs for programs
- Participate in all-staff functions
- Support other departments and administrative assistants whenever possible

Reviewed by Employee: \_\_\_\_\_ Supervisor \_\_\_\_\_  
Signature Signature