

GRACE COMMONS CHURCH

Job Description

JOB TITLE: Children, Student and University Ministry Program Coordinator

REPORTS TO: Assistant Pastor of Inter-Generational Ministries

POSITION LOGISTICS: This is a 30-hour-per-week, non-exempt hourly position

SALARY RANGE: \$23.50 to \$26 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 activities.

This role includes tactical planning support, ministry budget tracking, communications coordination and fostering effective collaboration across multiple ministry areas.

GENERAL REQUIREMENTS/PREREQUISITES:

The individual in this position:

- Demonstrates a mature Christian faith and servant-hearted leadership
- Affirms of adheres to the essential tenets of the Evangelical Covenant Order of Presbyterians (ECO)
- Exhibits a welcoming, generous spirit and maintains poise under pressure
- Is self-motivated, dependable and able to set a professional tone
- Has passion for serving children, teens, young adults, parents and families
- Possesses strong communication and interpersonal skills
- Is able to organize, equip and empower staff and volunteers in support of ministry efforts
- Has strong computer proficiency, including Google Suite, Microsoft Word, Excel and database management systems

UNIQUE MINISTRY RESPONSIBILITIES/ACCOUNTABILITIES:

- Coordinate curriculum in collaboration with Ministry Directors for Sunday programming weeknight ministries, summer camps and other ministry events as needed
- Shepherd ministry volunteers and assist with volunteer scheduling and placement

- Recruit, hire, supervise and train all childcare staff for programming and events
- Facilitate registration and check-in processes for ministry programming, camps and other activities using tools such as Shelby Forms.
- Assist Ministry Directors with volunteer coordination and administrative record maintenance
- Coordinate event planning details, including budgets, vendor management and day-of event support
- Process and reconcile registration fees, program expenses, discounts and financial aid distributions
- Track and manage departmental budgets, including for retreats, camps and mission trips
- Collaborate with Ministry Directors and the Communications Coordinator to develop and execute ministry communication
- Assist with updating and maintaining age-appropriate resources across supported ministries
- Coordinate calendars and room scheduling systems (including Shelby online) to minimize programming conflicts across ministries
- Create and distribute marketing materials, including newsletters, flyers and digital content in partnership with the Communications Coordinator
- Work with 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 through Shelby to support program evaluation and strategic planning

CHURCH-WIDE RESPONSIBILITIES/ACCOUNTABILITIES:

- Attend weekly All-Staff Meeting
- Assist with Sunday ministry programming as needed, up to 50% of Sundays
- Attend all weekly staff meetings and participate in weeknight activities as part of the staff ministry support rotation
- Participate in required staff events and Sunday services, including Christmas Eve, Easter and other events as scheduled by their supervisor
- Participate in all-staff functions
- Support other departments and administrative assistants as needed whenever possible

Reviewed by Employee: _____ Supervisor _____

Date: _____

Date: _____