

CARE MINISTRY COORDINATOR

CPC Vision

At CPC we want to be a people and a church open to how the Gospel moves.

Overview

The Care Ministry Coordinator provides administrative support to the Care team. This person will be successful when Care Ministry systems and processes are established and consistently implemented to help encourage and strengthen the forward-facing ministry of the Care team. This role requires strong project management skills, an aptitude for organization and attention to detail, and experience in interpersonal communication.

Primary Responsibilities

- Manage and maintain document organization for the Care team
- Provide event support in the areas of volunteer recruitment and communication, gathering and ordering supplies; day of event support, hosting and managing details
- Utilize and maximize CPC's database, Planning Center Online (PCO), by maintaining lists and groups and setting up registrations
- Assist with Basecamp task and project submission, monitoring to ensure projects meet deadlines
- Provide administrative support, including but not limited to, scheduling room reservations, ordering supplies, scheduling visits and meetings for care team, and taking meeting notes
- Maintain the Hospital Visitation board and the Senior Visitation tracking system
- Maintain the Pastor on Call process and work with pastors to create the on-call schedule and assignments
- Coordinate collection, signing, and sending of cards for senior adults
- Lead and manage the New Baby and Meals Ministry teams

Other Duties

- Meet regularly with the Director of Care for development, encouragement, feedback, and accountability
- Actively participate in and attend weekly Care Team meetings
- Communicate and work effectively with staff, congregation, visitors, and vendors
- Attend CPC staff meetings and other staff events/retreats as determined by supervisor
- Participate in various CPC programs, including specific weekend services, special services for holidays (Advent, Palm Sunday, etc.) as directed by supervisor

Minimum Requirements

- Actively pursuing a relationship with Jesus Christ
- Alignment with [CPC mission, values, and statement of faith](#) and [ECO Essential tenets](#)
- A working knowledge of Scripture and an active prayer life



- Desire to be working and using your skills in a church/non-profit setting
- Administrative work experience and a passion for behind-the-scenes ministry
- Strong organizational, detail-oriented, and multi-tasking skills
- Good communicator, listener, and relationship-builder
- Collaborative, experience working on a team
- Confident self-starter with a strong work ethic
- An eagerness to learn, teachable and flexible spirit
- Experience using Planning Center Online (PCO), CPC's database system
- Working knowledge of Microsoft Office & Google Workspace

Preferred Requirements

- BA/BS degree (or equivalent) relevant to ministry and/or operations
- Leadership skills, abilities, and experience

Physical Requirements

- Ability to sit, walk, and/or stand for extended times
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

Position Reporting: Care Ministry Coordinator reports to Director of Care

Hours: This is a part-time (20 hours/week), year-round, hourly, non-exempt position. The work week is Monday-Friday with occasional evening and weekend events as needed. We offer flexible daily scheduling Monday through Friday, provided that consistent weekly hours are maintained.

Benefits & Compensation: This position is eligible for paid time off, 403b retirement plan, tele-health & tele-counseling service. The pay range is \$18.00-\$22.00 per hour. Pay is determined based on a number of factors such as the individual's experience, skillset, education, and role requirements.

Application Details: To apply for the position, please contact us via email at employment@cpcedina.org. Provide a cover letter and include a current resume outlining your experience and relevant qualifications.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested.