



Position Description

Job Title: Community Life Coordinator
Department: Community Life
Reports To: Community Life Director of Operations
FLSA Status: Non-Exempt

Summary

The Community Life Coordinator provides administrative, logistical, and communication support to the Community Life (CL) team, which oversees ministries including Community Groups, Alpha, men's and women's ministries, prayer, marriage ministry, Stakeholders, baptism, senior adults, college and young adults, benevolence, pastoral care, classes, and other adult ministry efforts at COTC Franklin.

Essential Duties and Responsibilities (Other duties may be assigned):

- Coordinate logistics for Community Life events and programs (e.g., leader training, The Table, Stakeholder classes, COTC Men's events) including room reservations, registration management, participant communication, food orders, and onsite support.
- Manage and update Community Life and Care team data within Planning Center Online (PCO).
- Support Stakeholder communications and processes, ensuring timely follow-up and a gracious, attentive approach to every interaction.
- Prepare and distribute internal and external communications related to Community Life ministries.
- Assist with preparing and hosting meetings, ministry programs, and events.
- Process expenses and manage budget-related administrative tasks.
- Maintain and organize ministry supplies for recruiting, training, and classes.
- Serve as a point of contact for inquiries, providing timely and accurate information across departments.
- Participate in and be available for Community Life events, as needed, including occasional evenings or weekends

Work Schedule

Sunday - Thursday with availability for occasional evening and weekend events.

Required Competencies and General Skills

A successful candidate possesses competency and demonstrated experience in effective communication, emotional intelligence, and conflict resolution.

"Lord, I have heard of your fame; I stand in awe of your deeds, Lord. Repeat them in our day, in our time make them known;" Hab 3:2 (NIV)

Must possess general computer skills, including proficiency with Google Suite. Maintains confidentiality and demonstrates strong organizational skills with exceptional attention to detail. Capable of adhering to deadlines, managing multiple diverse assignments, and executing tasks effectively. Exhibits practical time management skills and works well in team settings. Demonstrates innovation by suggesting improvements within the scope of work, anticipating needs, and creating efficient, effective processes. Self-motivated, takes ownership of tasks, and shows flexibility and adaptability in dynamic situations.

Membership Requirement

Church of the City employees are required to become a Stakeholder of the church within the first 6 months of employment and agree to the beliefs, standards, and responsibilities outlined in the [Stakeholder Agreement](#).

Qualifications

A Christian in submission to the Scriptures' authority and the Holy Spirit, as evident in lifestyle. Subscribes to and is in full agreement with the Church of the City's Statement of Faith. Represents and upholds the mission, vision, and culture of Church of the City by demonstrating a strong work ethic, positive attitude, and learning posture.

The criteria listed below represent the knowledge, skill, experience, and/or ability required. We will consider reasonable accommodations to enable individuals with disabilities to perform the essential functions. Qualifications include but are not limited to:

Education: A High School Level education, or its equivalent, and a baccalaureate degree preferred.

Experience: A satisfactory equivalent of education, training, and experience in related fields and/or educational disciplines, sufficient to qualify for the position's requirements.

Physical Requirements:

Ability to lift or carry up to 20lbs
 Ability to sit for extended periods
 Ability to work at a keyboard and other related equipment
 Ability to move about to accomplish tasks related to role

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