



# HILL COUNTRY BIBLE CHURCH

## **JOB DESCRIPTION**

## **Community Impact Administrative & Events Coordinator**

Job Classification: Non-Exempt, Part-time 20 hours

Date: January 2021

### **OUTCOMES AND RESULTS – SUCCESS IN THIS POSITION WILL RESULT IN:**

1. The Community Impact (CI) ministry receives effective administrative and event support that moves the ministry forward – including timely and accurate response to phone calls, emails, texts, and the scheduling of appointments and events
2. People are recruited, trained and deployed for administration and events because the CI admin is a highly effective, engaged, and enthusiastic manager of volunteer leadership and teams
3. Staff and volunteers are supported with care and consistent communication; social media is engaged/leveraged
4. Effective collaboration with the Communications Team, Location Coordinators, and other HCBC Ministries to ensure that the visibility and promotion of CI events and ministries are carried out across all campuses
5. Well maintained database, schedules, reservations, and metrics tracking pertaining to CI Events and ministries
6. People interested in CI serving opportunities receive timely communication and have clear follow-up from inquiry to engagement

### **MAJOR RESPONSIBILITIES AND ACTIVITIES:**

1. Provide leadership and planning (recruit, train, schedule, and implement) for all **CI ministry-wide outreach events** across all locations (such as: Summerfest, Food Drives, Backpack Attack, Women's Ministry Fair, Tree of Lights, Luncheons, etc.).
2. Coaching
  - a. Recruit, train, shepherd, and reproduce volunteer leaders for all CI events; supervise, assist, and encourage event lay leaders; recruit, train, schedule, and encourage office volunteers
  - b. Follow up with CI volunteer serving inquiries to inform and engage them to take their next step
3. Communication
  - a. Provide excellent communication in all channels needed for the execution of each event and CI ministry including outside organizations, church staff, event leaders, and volunteers through web, social media and other tools, coordinate communication across locations and ministry within each location for events
  - b. Plan and manage the communications needs for CI events, by providing the information and details necessary for promotion
  - c. Provide summary results of all events
4. Administration
  - a. Coordinate with the CI team in providing administrative assistance to move from "idea" to "execution" on all ministry needs and events that involve phone calling, transportation, promotion, scheduling, placing orders, and attention to detail
  - b. Supplies and resources are ordered and managed so everyone has what they need for CI ministry and events
  - c. Assist with handling incoming calls, messages, email correspondence, etc.
5. Assist with calendar management including appointments and scheduling for the CI Pastor and team
6. Assist in planning and tracking the yearly budget with CI Pastor and annual Ministry Action Plan (MAP) for Community Impact
7. Collaborate with church ministries, leaders and congregants to effectively live out CI goals and the Mission, Vision and Values of Hill Country
8. Utilize church wide databases (TouchPoint, One Drive, ServiceU, etc.) to maintain spreadsheets, serving tags, CI ministry facility reservations, check requests, running reports as needed, printing and cutting of materials, and other duties as assigned
9. Attend weekly meetings with CI team, supervisor, admin meeting's, church staff (Unite), and others as applicable
10. Own and live our Church Goals: Fully Formed Followers (makes disciples who make disciples), Gospel Saturation (personal evangelism through an intentional BLESS approach), Leadership Development (identifies, equips, empowers and unleashes leaders)
11. Serve as part of the overall Hill Country Staff - engaged in the life of the church, participate in church-wide endeavors, support other ministries, assignments, and projects as needed

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Sees themselves as an owner of the mission, vision, and values of Hill Country Bible Church
2. Theologically aligns with the core beliefs of HCBC and becomes a church member within 3 months of hire
3. Proficient computer skills (Mac preference), experience with office suite – Word, Excel, Outlook
4. Ability to quickly learn ServiceU, TouchPoint, Wufoo, Google Docs, Sign-up Genius and/or other management tools

5. Strong customer service, project management and communication skills (grammar, proofing, and writing)
6. Some experience in Event Planning; proven ability to manage their time and tasks in a fast-paced environment
7. Must be able to lift 20 lbs., walk large location, climb stairs, move chairs, tables, etc. for event setup/tear down needs
8. Availability for Sunday morning assignments, Christmas Eve and Easter, as well as nights/weekends on occasion

**CULTURE AND CLIMATE:**

1. Position reports to the Community Impact Pastor as part of the Community Impact Ministry
2. Position supports the CI Pastor and lay leaders/coordinators
3. Staff culture is goal-oriented, collaborative, with accountability; priority of personal evangelism
4. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves