



HILL COUNTRY

BIBLE CHURCH

JOB DESCRIPTION

Community Impact Administrative & Events Coordinator

Job Classification: Non-Exempt, Part-time 28 hours

Date: November 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, in alignment with the overall Ministry Purpose & Plan (MP&P)
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 Ministries to ensure that the visibility and promotion of CI events and ministries are carried out across all locations
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 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**
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, 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, as well as a summary of results
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. Assist with handling incoming calls, messages, email correspondence, etc.
 - b. Supplies and resources are ordered and managed for events and CI ministries
5. Assist with calendar management and scheduling for the CI Director and CI Assistant Director
6. Assist in planning and tracking the yearly budget and ownership and implementation of the MP&P
7. Collaborate with other ministries, leaders, and congregants to live out CI goals and the Mission, Vision and Values
8. Utilize church wide databases to maintain serving tags, CI ministry facility reservations, check requests, running reports as needed, printing and cutting of materials, and other duties
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 (multiply disciples), Gospel Saturation (personal evangelism through an intentional BLESS approach), Leadership Development (identifies, empowers, and unleashes leaders)
11. Serve as part of the overall 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
2. Theologically aligns with the core beliefs 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 Service U, Touchpoint, Google Docs, 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 time and tasks in a fast-paced environment
7. Must be able to lift 20 lbs., walk large campus, 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 Director, works closely with the CI Assistant Director
2. Staff culture is goal-oriented, collaborative, with accountability, priority of personal evangelism
3. Core Values: Responding to God's Word, Engaging Generations, Celebrating Life Change, Thinking Beyond Ourselves, Loving our Neighbors