

**JOB DESCRIPTION**  
**COORDINATOR**  
**ALL CAMPUS**



**Ministry Area:** Grace Church of Greater Akron

**Ministry Position:** GraceLINK Coordinator

**Time commitment:** 20 hrs/wk, non-Exempt Salaried

**Report to:** Leigh Ann Hradil, Director of Ministry Operations

**Position Overview:**

This position provides database support to all campuses of Grace Church of Greater Akron. The hours of this position will be both in office and out. These hours are predominately spent weekdays in office, however, on occasion nights and holidays may be required.

**Essential Job Functions**

- Serve as GraceLINK help desk to staff and key volunteers
- Provide monthly on-going GraceLINK training for current staff
- Provide twice monthly GraceLINK onboarding for all new employees
- Provide guidance and strategy to the Metric Data Team under the direction of Director of Advancement.
- Oversee quarterly and yearly database clean up
- Assist in the set up of processes to maintain our database integrity
- Assist in the set up of processes in GraceLINK for assimilation and discipleship
- Prepare staff for the implementation of CCB software updates
- Continually assess each department's use of GraceLINK and provide suggestions as to how they can better utilize GraceLINK for their ministry
- Facilitate campus communication and coordination regarding the use of GraceLINK
- Ensure consistency in use of GraceLINK across campuses where deemed necessary.
- Assist in the setup and implementation of GraceLINK for new campuses
- Drive the ongoing promotion of GraceLINK
- Ensure Grace Church is utilizing GraceLINK to its full capacity
- All other tasks as requested

**Technical Requirements**

- Excellent skills with Excel, MS Word, and Office (including Outlook)
- Confidence in your use of technology
- Willingness to learn website updating and maintenance, GraceLINK, etc.
- Acute attention to detail

### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Has a teachable spirit and servant's heart (Philippians 2:1-11).
- Has a vibrant prayer life, as this is the beginning to healthy ministry and job function (1 John 5:14).

### **General Requirements**

- Is a regular and committed attendee of Grace Church, Bath Campus.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace Church Values and Staff Creed.
- Have attended or is in the process of attending the campus introduction classes within the first six months of hire.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture.
- Always being concerned about the spiritual welfare of others.
- Has a solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possesses organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart focused on ministry, not just a job.
- Handles confidential matters and material with integrity and humbleness within a team environment.
- Requires an intuitive understanding of sensitive ministry information. Communicates information to pastoral staff as appropriate.
- Is proficient and confident in your computer skills that include the programs of Microsoft Office; being willing to learn in-house management systems. Experience in WordPress is a plus.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Strong administrative, communication, planning and interpersonal skills.
- Is willing to perform other duties as required in a spirit of servitude.

### **Measured By**

- 30-60-90 day and annual review by the Director of Ministry Operations.
- Input from staff and volunteers.