

## JOB DESCRIPTION

### COORDINATOR

CAMPUS: GREATER AKRON



**Ministry Area:** Director of Advancement

**Ministry Position:** Advancement Coordinator

**Time commitment:** 15 hours per week, part-time, non-exempt salary

**Report to:** Rick Scavuzzo, Director of Advancement

#### **Position Overview:**

The Director of Advancement works with the Leadership team at Grace Church to realize the mission of Grace Church to ignite a gospel centered movement to know, live and give away the gospel by fulfilling the vision of Grace Church to launch 30 campuses in 30 years. The position of Advancement Coordinator participates in all aspects of this effort by providing administrative support for events, projects and initiatives associated with "30 in 30."

#### **Essential Job Functions**

- Coordinate all aspects of visits to Grace Church by potential pastors and ministry partners.
- Coordinate all aspects of cross-campus organizational meetings and events including, Grace All Staff meetings, Sr. Leadership Team meetings, Pastors & Dirs Meetings and Administrative Board of Elder Meetings.
- Coordinate cross-campus project meetings such as the Metrics Steering Team, new campus launch teams and special projects by issuing agendas, documenting meetings and organizing the required follow up.
- Provide administrative and clerical support to the Director of Advancement including managing calendar appointments, office paperwork, answering phones, expense report, quarterly report, and the administrative side of responsibilities
- Coordinate logistics for appointments, travel, speaking engagements, mission trips, etc.
- Maintains all records and conversations with confidentiality
- Represents the office and Grace Church effectively and respectfully to the staff, congregation and public
- Other duties as assigned.

#### **Technical Requirements**

- Confidence in your use of technology including skills in the Microsoft Office Suite software (Excel, Word, Outlook, PowerPoint)
- Acute attention to detail
- Strong skills in Microsoft Excel for data analysis and trending.
- Willingness and ability to develop proficiency in GraceLink reports.

### **Spiritual Life**

- Growing in faith as a believer in Christ (2 Peter 1:5-11).
- Must have 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**

- Adheres to and supports the vision and philosophy of Grace Church and its leadership, including the Statement of Faith.
- Has attended or in the process of attending the introductory class for your Grace Church campus.
- Will care for others by appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concern about the spiritual welfare of others.
- A mature faith evidenced by faithfulness, a servant's heart and teachability.
- Proven ability to accomplish tasks and projects utilizing highly developed communication (written, verbal and interpersonal), project management, time management and collaboration skills.
- Demonstrates the ability to perform high quality, detailed work without supervision within assigned deadlines.
- Possesses organizational and multi-tasking abilities and be able to handle stressful situations with self-control and teamwork.
- Possesses a strong work ethic (We are the recipients of the Lord's money).
- Is self-directed and a self-starter. Able to work independently with minimal supervision. Pro-active and dependable.
- Has a heart that is 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; be willing to learn in-house management systems such as Gracelink and Wufoo.
- Has the ability to maintain a high level of accuracy in preparing and entering information developing processes to efficiently get the work finished promptly.
- Has 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 review by the Director of Advancement
- Annual review by the Director of Advancement
- Input from staff, leaders, and volunteers