

JOB DESCRIPTION
COORDINATOR
Campus: Bath Campus



Ministry Area: Administration

Ministry Position: Campus Coordinator

Time commitment: 25 hours per week, part-time salaried, non-exempt

Reports to: Leigh Ann Hradil, Director of Ministry Operations

Position Overview

The Campus Coordinator works to implement the vision of Grace Church by assisting in the development and implementation of ministry support systems and assisting in the day-to-day operations of the campus under the direction of the Director of Ministry Operations.

Essential Job Functions

- Manage workflow generated by pastoral and ministry lead staff including special projects.
- Manage the campus calendar, communicating events and initiatives to the staff.
- Manage and oversee all staff events and large meetings planned by the office of the Director of Ministry Operations.
- Leverage the effective use of GraceLINK in administrative and ministry areas; ensure data integrity; be a part of the Bath Campus GraceLINK Data Team.
- Assist the Director of Ministry Operations in the areas of overseeing departmental finance reports, human resources, special projects and initiatives.
- Assist with implementing and communicating Grace Church policies and its effective use at the campus level.
- Perform other duties as assigned.

Specific Requirements

- Proficient in with Excel, MS Word, and Office (including Outlook).
- Willingness to learn website updating and maintenance in GraceLINK.
- Acute attention to detail.
- Excellent project management and people skills.
- Strong communication and organizational skills.

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

- A faithful 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 Values, and Staff Creed.
- Has completed or is in the process of completing Discovery within six months of hire.
- Actively making disciples or moving toward disciple-making.
- Will care for others while appropriately praying with, consoling, speaking of Christ and/or sharing scripture. Always being concerned about the spiritual welfare of others.
- A solid understanding of biblical community including participating in on-going biblical community at Grace Church.
- Possess organizational and multi-tasking abilities and able to handle stressful situations with self-control and teamwork.
- 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.
- Possess a strong work ethic (We are the recipients of the Lord's money).
- Self-directed, organized and a self-starter. Pro-active and dependable.
- Acute attention to detail.
- Has a heart focused on ministry, not just a job.
- Is willing to perform other duties as required in a spirit of servitude.
- Strong communication, planning, team building and interpersonal skills.

Measured by

- 30/60/90-day new hire review and Annual Review by the Director of Ministry Operations
- Input from staff, leaders, and volunteers.