

JOB DESCRIPTION
COORDINATOR
CAMPUS: MEDINA EAST



Ministry Area: Creative Arts

Ministry Position: First Impressions Coordinator

Time commitment: 15 hours weekly, part-time salaried, non-exempt

Report to: Sarah Toncar, Weekend Environments Coordinator

Position Overview

The First Impressions Coordinator provides coordination, inspiration, training, and administrative support to First Impressions. This position works to improve the weekend service experience and campus events, particularly through its expression of *Gospitality* (gospel-motivated hospitality) the cultural core of MEC, under the direction of the Weekend Environments Coordinator.

Essential Job Functions

- Responsible for the assimilation, development, and care of First Impression (FI) volunteers while working closely with FI Team Leaders (Greeters, Hospitality, Parking, Ushers, Welcome Center) to emphasize our *gospitality* value. Manage and update FI volunteers and groups in GraceLINK. Track onboarding process of new volunteers. Create/update volunteer job descriptions. Regularly communicates updates to FI volunteers.
- Active management of on-site issues or needed improvements in FI during weekend services.
- Under the direction of the Weekend Environments Coordinator, support FI leaders and teams through regular connects/trainings and communications.
- Partner with Facility Manager to manage, purchase and store necessary FI supplies.
- Purchase FI supplies, tracking and processing expenses. Carefully stewards the FI budget.
- Track new guest gifts; manage bookstore sales as they apply to the weekend environment.
- Is a *First Impressions* resource for campus events such as Love Medina and All Campus All Staff.
- Attends ministry area and All-Staff meetings.
- As available, assist other staff members with events and projects; All other tasks as requested.

Technical Requirements

- Excellent skills with Office Suite, including Outlook and Excel
- Strong communication and organizational skills
- Confidence in your use of technology
- Acute attention to detail
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Spiritual Life

- Actively making disciples (Matthew 28:18-20)
- 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

- Is a regular and committed weekend attendee of the Medina East Campus of Grace Church.
- Adheres to and support the vision and philosophy of Grace Church and its leadership, including the Statement of Faith, Grace 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.
- 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 led by the Weekend Environments Coordinator.
- Input from leaders, volunteers, and staff.