



POSITION DESCRIPTION BELONG & WOMEN'S MINISTRY COORDINATOR

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| Approved: 28 September 2021 IRS Worker Classification: Employee FLSA Classification: Non-exempt | WSFC Employment Category: Regular, Full-Time – 40 hours/week WSFC Staff Category: Support Staff WSFC Ministerial Licensure: N/A WSFC Hiring Approval Level: Church Administrator |
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SUMMARY

The full-time (40 hours per week), non-exempt Belong & Women's Ministry Coordinator serves West Shore Free Church by providing administrative and coordinative support to two major ministry areas. Belong Ministry includes church-wide small group ministry, attendee and member engagement and hospitality culture. Women's Ministry engages our women through Bible study, events and various ministries for women of all ages and stages of life. General duties include: administrative support; database entry; volunteer recruitment, scheduling, and training; ministry event planning and coordination; ministry communication.

QUALIFICATIONS

Ministry Specific

- Passion for working with people
- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Emphasizes thoroughness and effective outcomes
- Ability to work effectively and graciously under pressure
- Enjoys collaboration and being part of a team
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Manifests good character, wisdom, discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office and personal computer skills (including data entry and ability to learn and use church database software, online files and documents)
- Associates or Bachelor's degree preferred. Applicants with appropriate life and work experience will also be considered

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible (vital) and growing personal faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision Frame (our Mission, Values, Strategies, and Measures), as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



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RESPONSIBILITIES

- Assist event planning and meeting coordination
- Coordinates calendars, room reservations and event scheduling
- Perform event registration, coordination & support/participation (involves some evenings and weekends)
- Perform and manage small group administration, including tracking/data entry and communication with groups and leadership
- Coordinates and communicates with all the various Belong and Women's Ministry teams
- Assists with volunteer team recruitment, training, communicating and scheduling
- Affirms and encourages co-workers and volunteers
- Offers honest feedback and constructive recommendations when needed
- Provide general office support as needed

REPORTING RELATIONSHIPS

The Belong & Women's Ministry Coordinator serves under the general authority of the WSFC Elder Board and reports to the Belong & Women's Ministry Director while also supporting the Women's Ministry Lead. The position also works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Moderate physical activity. This includes occasional movement of equipment over short distances about 10% of the time. Primarily works in an office environment and may also help with event set-ups or resets as needed. Workdays and work hours will occasionally vary to meet ministry needs (and may include evening or weekend events 10% or less of time). Work is generally expected to be accomplished on-site, Monday through Friday, during core business hours.