



# POSITION DESCRIPTION COMMUNITY ENGAGEMENT COORDINATOR

<b>Approved:</b> (Revised: n/a) <b>IRS Category:</b> Employee <b>FLSA Classification:</b> Non-Exempt	<b>WSFC Category:</b> Part-time (20 hrs/week) <b>WSFC Ministerial Licensure:</b> Ineligible <b>WSFC Hiring Approval Level:</b> Executive Pastor
--	---

## SUMMARY

The Community Engagement Coordinator serves the body of West Shore Free Church by providing a broad range of administrative and coordinative support to the Outreach Lead, Community Engagement Pastor, and Multiply Pastor. The over-arching goal of this role is to help our staff, church family, and community partners more effectively and efficiently work together to advance our mission. To achieve this ambition, general duties include: administrative support; scheduling; volunteer coordination and recruitment; ministry event planning; ministry communication; debriefing and evaluating ministry effectiveness.

## QUALIFICATIONS

The Community Engagement Coordinator will demonstrate Ministry and Team Specific traits:

### Ministry Specific

- Demonstrate professional or ministry experience appropriate to the position, particularly strong organizational, logistical, and communication skills.
- Ability to coordinate between multiple ministry areas, individually and as part of a team.
- Microsoft Office and personal computer skills (including data entry & ability to learn church database software)
- Attention to detail, but also hospitable and friendly to volunteers and guests

### 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 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
- Seek and maintain WSFC membership within one year of employment (if not already a member)
- Demonstrate a strong commitment to the corporate life of our church

## RESPONSIBILITIES

The Community Engagement Coordinator serves West Shore Free Church by providing administrative support to the Outreach Lead, Community Engagement Pastor, and Multiply Pastor in the following ways:

### Outreach Lead (~5-8 hrs/wk)

- Facilitate on-going communication channels, such as What's Happening, website, MP, and anything else, as needed
- Support the logistics of Alpha and prayer related ministries



## POSITION DESCRIPTION COMMUNITY ENGAGEMENT COORDINATOR

- Follow-up with benevolence requests, such as required paperwork
- Help recruit and coordinate volunteer teams for staff and ministry partner leaders
- Provide scheduling support for community organizations desiring to meet with us
- Provide general administrative support for goals, objectives, and project tracking

### Community Engagement (~10 hrs/wk)

- Maintain and update pages related to strategic initiatives (primarily Foster Care, Beyond Addiction; occasionally Community Resource Center)
- Scheduling support for community partners wanting to meet with Community Engagement Pastor
- Assist the Foster Care Team and Beyond Addiction Team, resourcing them as needed
- Assist staff and ministry partner leaders to think through details to execute on programmatic goals, as well as then fulfill those details, as needed
- Provide general administrative support for goals, objectives, and project tracking

### Multiply Pastor (~2-5 hrs/wk)

- Provide logistical and relational support in serving WSFC global partners and short-term teams
- Support hosting missions events
- Provide general administrative support for goals, objectives, and project tracking

### **REPORTING RELATIONSHIPS**

The Community Engagement Coordinator serves under the general authority of the WSFC Elder Board and reports to the Community Engagement Pastor, while working in close cooperation with the Multiply Pastor, Outreach Lead and Office Coordinator/ Manager. The position also works collaboratively with staff and volunteers to meet WSFC goals.

### **WORKING ENVIRONMENT**

Moderate physical activity. Primarily works in an office environment and may also help with event set-ups or resets as needed, including occasional movement of equipment over short distances about 10% of the time. This position requires very good familiarity with Microsoft office products and personal computer use in order to access church scheduling systems, Ministry Platform database, online files and documents. Work days and work hours will occasionally vary to meet ministry needs (10% or less of time). Work is generally expected to be accomplished on-site or within a limited travel area to local church and ministry partners, Monday through Friday, during core business hours, with the exception of occasional evening gatherings. Our ideal is an equitable spread of the hours across the week, but may vary.