



# POSITION DESCRIPTION COMMUNITY ENGAGEMENT COORDINATOR

<p><b>Approved:</b> October 7, 2021  <b>IRS Category:</b> Employee  <b>FLSA Classification:</b> Non-Exempt  <b>WSFC Ministerial Licensure:</b> N/A</p>	<p><b>WSFC Category:</b> Regular, Part-time (20 hrs/week)  <b>WSFC Staff Category:</b> Support Staff  <b>WSFC Hiring Approval Level:</b> Church Administrator</p>
--	---

## SUMMARY

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

## QUALIFICATIONS

### 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 and growing personal faith in Jesus Christ.
- Affirm our Statement of Faith, our Constitution & Bylaws, our Vision, Mission, Strategies and Values, 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.

## RESPONSIBILITIES

The Community Engagement Coordinator serves WSFC by providing administrative support to the Community Engagement Director, Multiply Pastor and Disabilities Ministry Pastor/Director in the following ways:

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

- Be the initial point of contact for benevolence requests and process any follow-ups
- Provide relational support with local partner organizations and communicate service opportunities through on-going communication channels
- Support the logistics of Alpha, prayer related ministries and Family Advocacy Ministry



## **POSITION DESCRIPTION COMMUNITY ENGAGEMENT COORDINATOR**

- 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

### Disabilities Ministry (~2-5 hrs/wk)

- Provide general administrative support for goals, objectives and project tracking

In addition, be available to fulfill other responsibilities as assigned.

### **REPORTING RELATIONSHIPS**

The Community Engagement Coordinator serves under the general authority of the WSFC Elder Board and reports to the Community Engagement Director, while working in close cooperation with the Multiply Pastor and Disabilities Ministry Pastor/Director. The position also works collaboratively with staff and volunteers.

### **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. Work is generally expected to be accomplished on-site or within a limited travel area to local church and ministry partners as required. Work days and work hours will occasionally vary to meet ministry needs (10% or less of time), but is generally performed Monday through Friday during core business hours, with the exception of occasional evening gatherings.