

JOB DESCRIPTION



JOB TITLE: HV Campus Engagement Coordinator
DIRECT REPORT: Campus Pastor

DEPARTMENT: Happy Valley Campus
EMPLOYEE STATUS: Part-time (15 hrs. per week, with Sunday and mid-week responsibilities)

I. PURPOSE OF THE JOB

- Works with the Campus Pastor and Campus Team to help administer, develop, and support teams and First Impressions ministries at the Happy Valley Campus.

II. EXPERIENCE AND PRACTICES

- This role requires maintaining a high degree of grace, responsibility, and confidentiality
- Must be proficient with scheduling and logistics, along with a love for the church, people, and a desire to see ALC's mission fulfilled
- Good knowledge and use of office, computer, and communication equipment
- Good working knowledge of programs such as Word, PowerPoint, Excel, and database management
- Attention to detail; organization skills, ability to prioritize, work well under pressure and maintain confidential information in a discreet manner
- Ability to communicate effectively orally and in writing
- Ability to oversee ministry volunteers in a gracious manner
- Use of good judgement in non-routine matters

III. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Helps set up the campus on Sunday mornings for a great experience for volunteers and guests
- Supports the Campus Pastor to ensure the campus is operationally in great order and works in tandem with the Facilities Department for maintenance and repair work
- Supports First Impressions and volunteer teams, which includes training and on-boarding
- Leads Coffee on Us and Communion Teams
- Assists with First Impressions volunteer scheduling
- Tracks inventory and orders supplies for Coffee on Us and Communion ministries
- Purchases and stocks volunteer room with snacks and supplies
- Assists with volunteer care and appreciation
- Helps recruit new volunteers for First Impressions, assists Campus Pastor in developing job descriptions and helps with volunteer follow-up
- Event Coordination: Supports the Campus Pastor and central support team to execute corporate and seasonal events at the campus
- Assists Campus Pastor with volunteer recruitment events as needed
- Assists Campus Pastor with Outreach initiatives

IV. ATTRIBUTES

- A vibrant, growing relationship with Jesus
- Strong Administrative Skills
- Leadership and team-building skills

- Positive and faith-filled attitude
- Heart of a servant
- Fun/enjoyable
- Faithful
- Must share the vision/mission of ALC to fulfill the Great Commission with integrity and passion

V. COACHING RESPONSIBILITIES

- Work with Campus Team and volunteers