



Position: Church Engagement Coordinator
Supervisor: Director of Church Engagement

Overview: At The District Church, we believe that it is important to create spaces for people from all walks of life to feel welcome, to encounter Christ, and to experience transformation. The Church Engagement Coordinator will work with the Director of Church Engagement to execute the creation of memorable guest experiences that will draw people into our community and engage them into the mission God has given us. The person in this role would be a strong collaborator, have strong project management skills, eagerness to grow as a leader, and have a servant heart to fill in the gaps where needed.

Requirements and Detailed Responsibilities

Responsibilities

- **Sunday Services - (7 hours per week)**
 - Run Sunday service Church Engagement Operations
- **Church Events - (1-2 hours a week)**
 - Support the Director of Church Engagement in building and facilitating affinity group spaces
 - Assist Director of Church Engagement in developing and executing church-wide multicultural events, special services, training, and community building events
- **Administrative Support - (10 hours per week)**
 - Schedule and coordinate volunteers and leads for Sunday Services, Newcomers' dinner, and other church engagement events
 - Assist the Director of Church Engagement with recruiting, developing training, and supporting Sunday Leads and volunteers
 - Manage inventory of supplies (snacks, cups, etc.) for Sunday services and events
 - Manage process flow for people getting plugged into The District Church community

Required Skills / Qualifications

- Commitment to Christ
- Strong interpersonal and collaboration skills
- Experience with event planning and hosting
- Proactively to anticipate future needs to facilitate successful planning / scheduling
- Ability to take initiative and prioritize projects
- Excellent verbal and non-verbal communication to address problems
- Organized and detail-oriented
- Flexible and can adapt to any environment
- Ability to multitask and work in fast-paced environment
- Ability to anticipate needs of congregation and volunteers
- Commitment to vision, mission, and values of The District Church
- Submission to The District Church Leadership Covenant

If interested, please email PDFs of cover letter & resume to krystal@districtchurch.org