



Experience Coordinator

FLSA: Non-Exempt | Part-Time, 20 Hours

Job Band: Yellow

Accountable to: Director of Experience

Purpose: The Experience Coordinator provides project management support to the Communications Team, administrative support to the Director of Experience and team, along with ensuring excellence in day-to-day operations, events, and front-desk hospitality.

Duties and Responsibilities:

- Project and process support for the Communications Team:
 - Coordinate timelines, tasks, and deliverables for communications projects (e.g., campaigns, series promotion, ministry support materials).
 - Track requests and manage workflows using appropriate project management tools to ensure deadlines are met and priorities are clear.
 - Serve as a liaison between internal ministry teams and the Communications Team to gather necessary details, clarify expectations, and keep communication flowing.
 - Assist in organizing digital assets and resources (e.g., brand files, templates, event promotions).
- Campus Host Desk Coverage:
 - Serve as a welcoming and informed presence at the Kingsway Campus Host desk during assigned hours.
 - Provide guest experience, answer phones, respond to inquiries, and ensure a warm and professional first impression.
- Support for the Director of Experience:
 - Assist with calendar management, meeting prep, and basic administrative tasks as needed.
 - Help coordinator projects or communications as directed.
 - Maintain a full understanding of Kingsway processes & procedures, with an emphasis on experience, care & safety.
- Administrative & logistical support for Experience Team:
 - Support scheduling, planning, and execution of Experience Team events and initiatives (Ex: Worship nights, creative meetings, team gatherings).

Qualifications & Requirements:

- High School diploma or equivalent required; 3-5 years related experience and/or training.
- Important Qualities, Skills & Experience: Mature Christian | Strong organization and project management skills | Experience using tools such as: Trello, Click-up or Planner | Detail-oriented with ability to manage multiple priorities at once | Excellent written and verbal communication skills | Proficient in Microsoft Office | Team player with service-oriented mindset and a heart for creating excellent experiences.
- Confidentiality – This position regularly handles confidential information such as Church Attendee information, family meetings, volunteer background information and medical information. It is expected to keep this confidential at all times.
- Must be a member of Kingsway Christian Church and be taking steps on the Growth Path, but at least at the “believer” level in each category. Must demonstrate that they are ‘all in’ at Kingsway - showing commitment to the Mission, Vision, and Cultural Behaviors & Beliefs of Kingsway.
- Schedule: This position is part-time, 20 hours (Mon-Thurs)

“I have read my job description, have been able to ask questions to clarify information, and it has been reviewed with me by Kingsway leaders.”

Employee Signature

Date