

Moran Park Position Description

Title: Ministry Coordinator

Level:

Reporting Relationship: The Ministry Coordinator will report to the Associate Pastor

Position Summary: The ministry coordinator will provide communication and ministry coordination to Moran Park Church and assist in the implementation of regular and special ministry events. The person who fills this position will have a passion for getting things done, and have a strong attention to detail.

Hours: Part-time, average 16 hours weekly, may include occasional evening and/or weekend hours.

Responsibilities:

- Follow up with individuals calling, emailing, or visiting the church office.
- Attend meetings as needed and follow up on projects and events. Document action steps and filter them to the appropriate people.
- Communicate upcoming events to the church and house church network through various communication channels (weekly program, website, e-mail, social media). Communication may include graphic design.
- Complete administrative office tasks (Ex. Weekly reporting, database updates) for Moran Park.
- Connect with staff and ministry leaders to coordinate communication between them and Moran Park.
- Coordinates Senior Pastor and Associate Pastor's meetings and appointments as needed.
- Coordinate logistical aspects of ministry events [i.e. youth ministry, trainings, special events, trips, etc.].
- Make disciples.

Qualifications:

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God as described in the Bible.
- Mature believer with a heart for serving a diverse population of people.
- Ability to recruit, develop, and empower leaders in healthy ways which promote their spiritual growth.
- Self-motivated with the ability to get things done and solve problems as they arise.
- Preferred two years' experience in customer service and/or office administration.
- Excellent communication and listening skills, including proofreading skills.
- Experience working with Microsoft Office, social media platforms, and graphic design software.
- Strong organizational and logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently, and objectively apply problem-solving skills)
- Self-directed, teachable spirit with servant's heart for ministry who can maintain confidentiality.
- Attends MP regularly, and understands and embraces Moran Park's vision.