

Job Title: Next Generation Coordinator
Job Status: part time, non-exempt, (25 hours)
Ministry Area: Next Generation
Reports to: Next Generation Pastor
Reports to this Position: None

Position Summary: Coordinate office operations for the Next Generation department; supports Next Generation staff.

Position Responsibilities:

- Manage data, reports and information for the ministry through the database system.
- Serve as the first point of contact for the ministry area.
- Create and update marketing materials for the ministry area.
- Coordinate communication for ministry activities with the Next Generation Pastor.
- Create and maintains registration process (i.e. Sunday programs, Wednesday programs, special events, retreats, mission trips.)
- Provide logistical support (i.e. room reservations, keys, accounts, supplies, rosters) for staff and volunteers.
- Manages all monthly move-ups for Infants-Prekindergarten and summer move ups for all kids and students.
- Coordinates and maintains calendar of projects, meetings, events and vacations for the department.
- Assist with monitoring budgets, keeping reviewable records of trip, event, and ministry expenses.
- Records minutes at all department meetings as requested.
- Process requests for supplies, check requests and deposits.
- Prepares for and supports Sunday ministry programming, particularly the check in and new guest process.
- Other duties as assigned by the supervisor.

Essential Skills and Experience:

- Love for kids, students and the people of our body.
- Provide strong customer service skills for staff and community interaction.
- Excellent interpersonal and communication skills (oral and written).
- Proven organizational and problem solving skills.
- Willingness to share ideas and participate in team discussions giving operational perspective.
- Able to manage multiple projects simultaneously.
- Intermediate computer skills with experience in Microsoft Office Suite.
- Basic understanding of financial and budgeting process.
- Experience in database systems.

Nonessential Skills and Experience:

- Ability to design flyers and brochures.
- Writing and copy editing skills.

Organizational Commitment:

- Seek to know, understand, support and fulfill the purpose, vision and values of Church of the Open Door.
- Genuine, growing relationship with Jesus Christ.
- Engages in the life of Open Door by attending weekly services.

Physical demands and work environment:

- Employee must be able to move freely throughout the building. *Note: reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* (Adapt as necessary).