

## Ministry Coordinator

Classification: Full Time

### Summary of Position:

Performs a variety of administrative duties requiring a thorough knowledge of organizational procedures, IT systems, and church objectives.

The Ministry Coordinator will help to ensure the smooth, efficient operation of the church office while providing administrative support to the staff, volunteers and congregants.

### Primary Responsibilities

- To be a welcoming and helpful presence to people who call, email, or visit the church office.
- To support the Communications Manager with a diverse array of communications tasks.
- To support the Finance Manager by completing a variety of bookkeeping tasks.
- To oversee the church management system, "Realm", including troubleshooting and training other users.
- To coordinate with the First Impressions Team for seasonal events and targeted Sundays (i.e. Mother's Day, Vision Day, Volunteer Fair, Christmas decorating).
- To coordinate the New Members' Classes.
- To oversee and manage the office area (i.e. copiers, printers, office supplies).

### Qualifications:

- A clear profession of faith in Christ coupled with a consistent close walk with Christ and evidence of spiritual maturity.
- Positive attitude and professional demeanor.
- Strong computer proficiency specifically in Microsoft Outlook, Microsoft Office, Word, Excel, and PowerPoint.
- Detail oriented with strong organizational skills.
- Well-developed interpersonal skills and emotional intelligence.
- Ability to maintain a high degree of confidentiality.
- Ability to change priorities due to pastoral/ministry emergencies.
- A self-starter seeking ways for continuous improvement.
- Willingness to work a flexible schedule in support of the needs of ministry events.
- Experience and Bachelor's degree strongly preferred.

Please send cover letter and resume to the attention of Drew Angus: [drewa@coswayne.org](mailto:drewa@coswayne.org)