

Job Title: Ministry Coordinator

Wages: \$8/hr, part-time salary with benefits (20 hrs/wk, evening and weekend hours required)

Benefits Include: Pension, 10 days paid summer vacation, paid federal holidays, up to 5 sick days each year, mileage compensation for work-related travel, annual cost-of-living raise

Schedule: Sunday 11:00am-3:00pm, Wednesday 4:00pm-8:00pm, Thursday 4:00pm-8:00pm, remaining hours are negotiable (meeting schedule shifts with academic calendar)

Start Date: June 10, 2019

Occupational Summary and Job Description: The Ministry Coordinator reports to the Young Adult Missioner for Raleigh and the Advisory Board Treasurer to assist with the needs of Episcopal Campus Ministry, through:

- bookkeeping (including accounts payables/receivables), payroll
- meal coordination and food preparation for services, meetings, and hub groups, as needed
- administration of office/house (stocking supplies, laundering linens, cleaning/maintaining building)
- solicitation spreadsheet coordination of regular donor mailings, both email and postal
- occasional transportation of young adults to/from events
- attendance at monthly Advisory Board meetings and regular meetings with supervisor

Desired Qualifications:

- Associate degree or above or 2 years of office administration experience. Experience in church setting is a plus.
- Ability to work independently while prioritizing multiple tasks from different constituencies.
- Proficiency in standard bookkeeping practices and computer-based tools.
- Ability to maintain cleanliness and organization of space.
- Interest in relationship building with young adults through food-ministry.
- Comfortable with the liturgy, polity, and doctrine of the Episcopal Church.

Addendum: The intent of this job description is to provide a representative of the types of duties and responsibilities required of the position given this title. Employee may be directed to perform job-related tasks other than those specifically presented in this description.

Episcopal Campus Ministry is a welcoming, affirming, and loving Christian ministry, which aims to foster worship, community, and justice for young adults in Raleigh, both collegiate and non-collegiate, alike.

Revision: 5/21/2019