

# COORDINATOR OF CONNECTIONS & CAMPUS LIFE

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## POSITION DESCRIPTION

The Coordinator for Connections & Campus Life will be a part-time role responsible for assisting the Director of Connections in coordinating Sunday mornings and directing all ministry related events and external events hosted at Fellowship Middlebrook. The two primary functions of this role will be:

## MAJOR AREAS OF RESPONSIBILITY

### Connections

- Assisting the Director of Connections & Campus Life with the execution of Sunday morning responsibilities and assignments including
- Email communication with and scheduling of Sunday volunteers
- Purchasing of goods for Sunday morning including volunteer snacks, communion supplies, Sunday morning group supplies, etc
- Assisting first time guests in getting connected with Fellowship Church

### Campus Life

- Serving as the primary point of contact for all Fellowship Church ministry related events as well as all non-Fellowship ministry events taking place at Fellowship Middlebrook

### Fellowship Church ministry related events:

- Assisting ministries in confirming available spaces/resources for events
- Obtaining appropriate approvals for ministry designated areas
- Issuing final approval for all Fellowship Church ministry related events
- Creating weekly building schedule for campus
- Coordinating with the Fellowship Church facilities team to ensure all spaces/resources are set up for events

### Non-Fellowship ministry events:

- Managing all aspects from start to finish of outside organizational events including meeting with, coordinating, quoting and invoicing for events held at Fellowship Middlebrook
- Coordinating with the Fellowship Church facilities team to ensure all spaces/resources are set up for events
- External organization events include:
  - Graduations
  - Homeschool usage of spaces
  - Non-profit organization events
  - Weddings
  - Memorial services

## **JOB REQUIREMENTS**

- Desire to serve the mission of Fellowship Church
- Proficiency in Microsoft Office and other related programs
- Proficiency with Email Communication
- Ability to work within a team atmosphere
- Strong Attention to Detail
- Strong Work Ethic
- Ability to communicate via email and in person with clarity and efficiency

## **EDUCATION & EXPERIENCE**

- Bachelor's degree preferred

## **PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMMODATION):**

- Regularly required to sit; use hands to handle or feel and talk or hear.
- Frequently required to reach with hands and arms.
- Frequently required to stand and walk
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds