

Position Title: Coordinator of Special Projects
Ministry Department: Adult Ministries
Reports to: Pastor of Disciple-Making
FLSA Status: Hourly, Non-exempt (Part-time)
Classification: Support Staff

Ministry Purpose:

This position supports Fellowship's Adult Disciple-Making ministries by providing centralized coordination and support for events, communications & resources, and administration. Ministries include Connections, Groups, Women's Ministry, Men's Ministry, Equipping & Worldview, Family Life, and Global Partnerships

Essential Duties and Responsibilities:

- Understand the Mission, Purpose and Core Values of Fellowship church and maintain behaviors that are consistent with them.
- Understand the ministry purpose and demonstrate it in performance of job responsibilities
- **Event Coordination**
 - Consult and partner with various Adult Disciple-Making ministry leaders and teams to provide support for small and large scale events:
 - Gatherings – broad or demographically-focused fellowship and/or equipping events
 - Growth & Equipping Events – seminars, series, summits (conferences), etc.
 - Leadership Events – vision-casting, training, appreciation, etc.
 - Event Team – Recruit, train, coordinate, and supervise volunteers to support ministry events
 - Recruit and schedule volunteers for special events (series/seminars/summits, Missions Week, etc.)
 - Partner with Connections Director on churchwide worship gatherings, assimilation events, and engagement opportunities as needed
 - Partner with other Fellowship ministry departments and staff on other events as needed
- **Communication & Resource Coordination**
 - Consult and partner with various Adult Disciple-Making ministry leaders and teams to provide communication support for ministry events and engagement opportunities
 - Create, oversee, and execute a comprehensive plan for web and social media engagement
 - Partner with ministry leaders to update and maintain accurate information on all web platforms (SubSplash, MyFellowship, eNews, etc.) and social media platforms (Facebook, Instagram, etc.)
 - Partner with ministry leaders to create, organize and/or maintain online resources and platforms:

- Disciple-Making Resource Center (w/ Pastor of Equipping & Worldview)
 - Family Life Resource Center (w/ Pastor of Marriage & Family)
 - Sermon guides (w/ Pastor of Life Groups)
- Partner with Communications and IT departments for additional guidance, support, and coordination of communications and technologies
- **Administrative Coordination**
 - Consult and partner with various Adult Disciple-Making ministry leaders and teams to provide administrative support for overseeing ministry operations
 - Coordinate and execute administrative functions for all events and communications through eSpace (facility requests) and Arena (event registrations, forms builder, database records and rosters)
 - Partner with other Fellowship ministry departments and staff on other administrative functions as needed

Qualifications

- Associates Degree or more advanced degree preferred, but not required.
 - Microsoft Office and Arena (church management database system)
 - Proficient in word-processing and spreadsheets
- **Organized.** A self-starter who is well-organized, plans efficiently, keeps job assignments well in hand, maintains control of the workload, attends to details and is comfortable communicating with known and unknown people.
- **Flexible.** Someone who adjusts readily to unexpected changes, is resilient and can reorganize work priorities when the situation calls on it.
- **Pleasant.** Someone who can relate to different kinds of people, regardless of their attitude or physical condition.
- **Discreet.** Someone who can protect the confidentiality of the position.
- **Team Player.** Someone who is comfortable sharing the workload and/or delegating or organizing tasks with volunteers or other ministry partners.

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

The intent of this position description is to provide a representation of the types of duties and responsibilities that are required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.