

CHRIST THE GOOD SHEPHERD LUTHERAN CHURCH
COMMUNITY COORDINATOR

JOB DESCRIPTION-LAST UPDATED OCT 2020

TYPE OF POSITION	W-2
HOURS PER WEEK	32
RATE:	DOE
BENEFITS:	VACATION, SICK, PAID HOLIDAYS

The Community Coordinator is an ambassador to the community and our congregation, and is a key contributor in helping the ministries of CGS be successful by providing support to the heads of each ministry and the Pastor. To be successful in this role you should have strong interpersonal skills to interact positively with our members and the public, be detail oriented to ensure tasks are completed thoroughly and correctly, work well independently, and be able to provide feedback on ways to improve our processes.

Additional skills and qualifications needed for this role are:

- Ability to be a self-starter who brings creativity and new ideas
- Excellent time-management and organizational skills
- Ability to work as a team member with a diverse group of people and positively influence others toward mutual goals
- Ability to communicate clearly and consistently
- Familiar with office machines and office procedures
- Proficiency with online communications tools and platforms, database software, and other necessary software such as Microsoft Office Suite, Google Workspace Apps, Adobe Acrobat, Canva, Zoom, Facebook, YouTube, Mail Chimp, and Weebly
- Ability to maintain confidentiality
- Ability to understand and execute ethical behavior
- Ability to show patience and compassion for people in crisis or with a diversity of needs
- Leadership ability to manage challenges and oversee employees and volunteers
- 5+ years experience working in a comparable role in administration or program management
- High School Diploma or equivalent

The Community Coordinator reports directly to the Pastor, and is reviewed annually by the Personnel Committee and Pastor, with input from the Executive Committee and the congregation.

RESPONSIBILITIES

- **Communication**
 - With the Council and Pastor, establish a communications strategy and plan
 - Manage Website including all relevant extensions
 - Manage CGS Facebook page and group
 - Produce and distribute Newsletters
 - Maintain onsite communications such as outdoor and indoor signs
 - Maintain church calendar
 - Manage CGS YouTube account
 - Manage CGS Zoom account and its multiple volunteer users

- Help congregants connect to community and activities through CGS technology platforms
- Keep CGS connected to the larger church and civic community through information sharing
- Receive and manage all incoming communication including mail, phone calls, emails, and in-person contact for the congregation
- **Worship support**
 - Prepare all worship bulletins for weekly and special services including Christmas, Mid-week worship, Holy Week, Ash Wednesday, Funerals, Weddings, and other special occasions
 - Work with worship and music staff to maintain music licensing
 - Manage copyright use for all worship materials
 - Manage subscriptions for worship
 - Manage volunteer and staff leadership schedules for worship
 - Work with staff to distribute worship materials to leaders
 - Manage and execute all worship livestreams
 - Assist Pastor with coordination of funerals and weddings
 - Keep pew supplies filled as needed
- **Ministry Support**
 - Participate on the staff ministry team through meetings and retreats as needed
 - Work closely with volunteer leaders to empower them in their ministry
 - Maintain church database/directory
 - Order supplies as needed
 - Maintain all hardware and software, managing leases and subscriptions
 - Coordinate volunteers as needed
 - Assist council in constructing and managing annual budget for administrative needs
 - File annual congregational reports with denomination judicatories
 - Assist Congregational Council in compiling annual report
 - Maintain all filing and record keeping in all formats
 - Perform background checks
- **Facility Management**
 - Coordinate requests for facility use with multiple groups: maintaining policies and leases, serving as primary liaison and updating CGS calendar
 - Supervise sexton and housekeeper
 - Set and manage work schedules and tasks
 - Work with Personnel committee on Performance evaluations and other personnel matters
 - Manage vacations and extra days worked
 - Review and suggest changes to job descriptions as needed
 - Supervise and evaluate vendors, performing periodic reviews of all vendors in collaboration with Pastor and property committee
 - Work with the Property committee to keep the building clean, safe, and hospitable as a multi-use facility