

Position Title: Grow Ministries Coordinator
FLSA Status: Non-exempt, Full Time
Supervisory: No
Reports to: Student Ministries Director

Summary Description

The primary purpose of this position is to support the Student Ministries programs of Floris UMC as well as other administrative tasks within Grow Ministries, providing administrative support and coordination of process to all levels of Grow Ministries.

Responsibilities

Following the direction and guidance of the Student Ministries Director, this position is responsible for the coordination (including promotion, registration and implementation) of Student Ministries' events and mission trips. Coordination includes working with vendors and event sponsors/supporters, summer interns, parents, students, and Church staff.

Coordinating the administrative details of the confirmation program including mentors, retreat organization, interviews, service projects, etc.

At the direction of the Student Ministries Director and the Director of Grow Ministries, maintain financial records, including receipt verification and funding requests to/from Student families.

Provide program set-up and support for Sunday Night programs (Krew and CrossRoads) and other Grow Ministries' programs as needed.

Maintain and update database records and reports, including attendance, for Student Ministries and assist the Director of Grow Ministries in administrative tasks for adult ministries, including reporting across Grow Ministries.

Assist in recruitment of all volunteers to serve in various capacities of Grow Ministries.

Assist the Student Ministries Director to provide service opportunities to middle school and high school students in conjunction and in partnership with the Director of Serve Ministries.

Attends all necessary meetings as directed by the Executive Director, the Director of Grow Ministries and the Student Ministries Director to ensure that administrative tasks and work are in-line with the Lead Pastor's overall vision and the direction of the Student Ministries.

Qualifications

BA or equivalent OR a minimum of 2 years' experience in assisting with a large program area that required using a diverse set of administrative skills to manage a large and expanding program involving students and/or children.

Experience providing office support and use of office equipment such as copiers, folding machines, etc.

Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.

Strong organizational skills with a proven history of time management, priorities and deadlines and the ability to coordinate and work with other organizations or other Church staff.

Proficient in Microsoft Office products, including Excel, Word and Outlook and a strong background in social media outlets and web-based platforms.

Strong interpersonal and communications skills and the ability to work as a team player.