



Job Title:	Ministry Coordinator
Status:	Full-time position
Compensation:	\$16-18 hourly (negotiable)
Location:	Citrus County, FL
Reports To:	Pastor

POSITION SUMMARY

This position requires an organized, energetic, self-motivated individual to provide volunteer coordination and oversight for a growing church. The ability to simultaneously manage multiple activities and interfaces while demonstrating core values is essential.

PRINCIPAL RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop processes and provide administrative support for church activities. Develop detailed knowledge of and support for ministries of the church including volunteer coordination, community outreach and project oversight.
- Function as the primary liaison between the church, congregation, and community. This requires effective communication skills including person to person, email, phone and social media. It is important to know and champion our core values, build consensus among persons with differing opinions and maintain confidentiality throughout communication process.
- Relationship development – Facilitate relationships to successfully utilize the congregation's talents and maximize gifts. Recruit volunteers to effectively support ongoing church activities and complete projects. Volunteer opportunities include youth ministry, nursery, building projects, planning committees, fund raising, building maintenance, newsletter, website administration, etc.
- Independently identify opportunities to better assist in executing the church's mission and strategic plan. Proactively anticipate and adapt to the immediate needs of the church. Identify barriers to achieving goals and assist in developing contingency plans.
- Meet regularly with the Pastor to communicate progress, needs and/or thoughts on the effectiveness the church's mission which may include other duties being assigned by the Pastor.

EDUCATION/EXPERIENCE

- Bachelor's degree or equivalent work experience
- Ability to unify individuals around a common vision
- Travel – limited local travel may be required at the cost of the church

TECHNICAL SKILLS

- Office computer skill proficiency (i.e. Microsoft Office, Constant Contact etc.)
- Social Media skills required (i.e. Facebook, Instagram, Twitter, etc.)
- Organizational skills required

COMMUNICATION SKILLS

- This position requires a high level of competency in both oral and written communication.

To Apply: Email resume and cover letter to office@n3c.org Attn: Alecia Runyon