

WOMEN'S MINISTRY COORDINATOR



POSITION SUMMARY

Understand all areas of Women's Ministry (WM), and how WM fits into the larger scope of ministry at Heights. Coordinate all aspects of Women's Ministry under the direction of the Women's Ministry Director. Develop and provide oversight to a Women's Ministry Serve Team in order to produce all resources needed for Women's Ministry studies, programs and events.

(Status: Exempt, Full Time)

SCHEDULE

Weekdays, Weekends and Holidays as needed

— WHATEVER IT TAKES —

BASIC DUTIES & RESPONSIBILITIES

Provide an ongoing and updated Women's Ministry (WM) master calendar based on planning with the Director

Create all WM room, facilities and tech reservations through eSpace

Create all WM program and event registration forms and workflows through Rock database

Utilize Rock database to track participant information and run reports

Develop and provide oversight and direction to the Women's Ministry Serve Team to help it grow and develop

Schedule serve team members and tasks to ensure proper preparation, day-of set up and clean up are covered for each study, program or event (this will be in collaboration with the Women's Ministry Director, but will be the coordinator's direct responsibility)

Attend/work all WM studies, programs, trainings, events, luncheons

Coordinate and arrange logistics for WM functions, meetings or luncheons

As needed, emcee or share ministry announcements at Bible Study or events, as well as pray with women who are hurting or in distress

Willingness to learn video recording, editing and posting to Vimeo or Dropbox, as well as maintain Vimeo and Dropbox sites for Women's Ministry

Learn Ministry Grid software to assist in training serve team members and leaders

Primary liaison with Communications for program announcements/pre-service slides/video announcements/website changes

Meet with Director monthly to plan and assess YTD and future expenses

Gather, purchase or prepare supplies and materials for ministry as needed (or assign a serve team member)

Handle incoming calls, screen and direct calls and set appointments and provide back up to reception area as needed

Participate in events as part of the general Staff (Christmas, Easter, Welcome Dessert, etc.)

Perform other duties as assigned

PHONE (928) 445.1421

EMAIL jobs@heightschurch.com



HUMBLE
THIRSTY
PEACE SEEKING
LIFE GIVING

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 35 pounds. The employee is required to stand and walk for long periods of time, up to 10/12 hours during events; Specific vision abilities required by this job include close vision, and color vision.

ITEMS TO PROVIDE

Current and up-to-date resume & Completed Application

MINIMUM QUALIFICATIONS

A personal and growing relationship with Jesus Christ

Comfortable praying out loud with women

Ability to work in a fast-paced and change-oriented environment

Project management experience

Demonstrated ability to provide professional support with superior organizational skills, attention to detail, prioritization and multitasking to create an accurate work product

Professional demeanor and exceptional interpersonal skills

Excellent written communication skills - spelling, grammar and proof reading

Must be versatile and a collaborative team player with the ability to work independently

Have an understanding of organizational structure, leadership, development and volunteer coordination

Proven ability to use good judgment and solve problems

Supervisory skills preferred

Ability to work with confidential information in a professional manner

Strong computer skills required. Proficiency in Microsoft Office, including Outlook, Word and Excel. Experience using database systems is preferred. Will need to learn Rock, eSpace and Ministry Grid software

TO BE CONSIDERED

Submit a resume and a completed application to Beth Daniels at jobs@heightschurch.com.

We will begin reviewing candidates January 17, 2019.

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