

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Bethany North Coordinator

Summary: The Bethany North Coordinator contributes to the work of the North location of Bethany Community Church in three main areas: Administrative support, Communications and Sunday Operations/Event Management.

Location: Bethany North

Reports to: Senior Associate Pastor

FLSA Status: Full-time, Non-Exempt

KEY RESPONSIBILITIES

- Provide administrative support to Bethany North staff and ministries through tracking Sunday attendance, auditing and updating information in church database, ordering supplies, managing the conference room schedule, and monitoring staff email inbox
- Serve as executor of Bethany North's Communication through collecting, editing, and delivering the weekly e-newsletters (for adults and family ministry), bulletin, and other printed or web deliverables
- Lead weekly Sunday operations and seasonal events by scheduling and equipping volunteer teams, managing load-in and load-out of truck, and acting as key point of contact with outside vendors
- Create a culture of hospitality by answering phone calls and welcoming guests to the Bethany North office, and scheduling space.
- Participate as a member of Bethany Community Church staff, including regular attendance at Bethany North and Bethany All Staff meetings, and perform other duties as situation requires or as assigned by supervisor

POSITION QUALIFICATIONS

- Takes initiative and proactively anticipates problems
- Excellent written and verbal communication skills
- Familiarity with Adobe Creative Suite and Microsoft Office
- Able to self-motivate and manage time well
- Demonstrates the virtues and qualities of a devoted follower of Jesus Christ
- A loyal team player who is committed to the mission, values, and vision of Bethany Community Church
- Ability to make a positive contribution to a staff culture that aspires to excellence, teamwork, and servant leadership as demonstrated by Christ
- Demonstrated skill in leadership development and support
- Experience recruiting and developing leaders and volunteers (preferred)

OTHER SPECIFICATIONS

Work Schedule: Typical work schedule is Sunday through Thursday, 40 hours/week, with several Friday and Saturday events throughout the year.

Physical Demands: Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings. Must be able to lift small boxes and/or equipment up to 40lbs.

Working Conditions Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours, with prior notice. The ministry environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking and collaboration
Non-smoking building and environment.

Compensation: Dependent on experience.

Benefits: Full benefits for employees including: medical, dental, and life insurance.

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.