



## **JOB DESCRIPTION**

**DATE:** February 12, 2020  
**JOB TITLE:** **Campus Coordinator**  
**LOCATION:** Independence Campus  
**REPORTS TO:** Campus Pastor  
**FLSA STATUS:** Part Time, Non-Exempt  
**WEEKENDS:** No

### **SUMMARY**

The Campus Coordinator is responsible for providing professional administrative and clerical support to the Independence Campus and will establish and maintain efficient administrative services that allow for a responsive, service-oriented environment. This employee will lead and develop volunteers in various ministries.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties, in addition to these, may be assigned.

- Support and assist the Campus Pastor in the administration of his duties.
- Receive and screen communications for the Campus Pastor, including telephone, calendar, and email, and provide assistance and direction using independent judgment to determine those that require priority attention.
- Manage projects and task lists for ministry programs, systems and initiatives such as Fellowship One, Connection, Volunteer Training, Baptism, Care, etc.
- Provide Fellowship One support to the Independence staff including but not limited to inputting data, tracking connection steps, running reports, printing people lists, sharing monthly milestones (birthdays, anniversaries, etc.)
- Report weekend attendance and other data to Central Services.
- Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, etc.
- Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
- Coordinate, write, and distribute correspondence and responses for the Independence Campus.
- Responsible for RSVP lists, mailings, label making and monthly email newsletters.
- Maintain a high degree of confidentiality, discretion, tact, oversight, and flexibility to protect the reputation of PLC and promote the mission of PLC.
- Greet and receive church attendees and the public with a customer-service oriented attitude in person, via email, and over the phone answering questions and directing to appropriate information.
- Ensure office is supplied with necessary supplies for various ministries, working within budgetary boundaries.
- Assist with communication projects including bulletins, seasonal brochures, etc.
- Support social media pages, creating Independence specific posts in correlation with the Central Services Communications department.
- Manage the facility schedule, needs and building keys.
- Assist in calendaring, scheduling, and communications requests for the Independence Campus.

- Manage projects and tasks for events: Baptisms, Child Dedications, Membership Classes, Communion Services, etc.
- Responsible for coordinating weddings, funerals, and events at the Independence Campus.
- Event organizing and administration including, but not limited to, events such as Volunteer Celebration, conferences, classes, meetings, Next Steps, and campus potlucks.
- Assist Family Ministry team with administrative duties such as printing, inputting First Time Family Cards, ordering necessary supplies, etc.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibility.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Successful candidate must be a Christian and fully support the Philosophy of Prairie Lakes Church and its leadership team. The individual's commitment to Christ will be evidenced in his/her personal life, family relationships, and ministry. The candidate's daily walk with God will be an example to all.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- High school diploma required.
- Clerical training and/or experience in an administrative support role.
- Experience working with volunteers and/or customer service experience is helpful.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

### **OTHER SKILLS AND ABILITIES**

- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Ability to meet deadlines, remember important details, and routinely complete assigned tasks.
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many "hats" simultaneously is desirable.

**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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. This campus has a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_