



## JOB DESCRIPTION

**DATE:** July 19, 2021  
**JOB TITLE:** **Next Steps Coordinator**  
**LOCATION:** Cedar Falls Campus  
**REPORTS TO:** Associate Campus Pastor of Worship and Production  
**FLSA STATUS:** Full-time, Exempt  
**WEEKENDS:** Yes

### SUMMARY

The Next Steps Coordinator manages the structures and strategies supporting the Prairie Lakes Church Next Steps engagement philosophy. They lead the Cedar Falls Guest Services Ministry as a leader of leaders who recruits, develops and coordinates volunteer leaders. The Next Steps Coordinator works collaboratively with Cedar Falls Campus ministry leaders to move Next Steps forward within each ministry area.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these may be assigned.

- Champion the Prairie Lakes Church Next Steps model and monitor effectiveness at the Cedar Falls Campus.
- Encourage, guide and connect guests to Prairie Lakes Church's Next Steps and Faith Milestones.
- Manage administrative systems to track and develop guest engagement.
- Leverage Next Steps data to inform campus initiatives and opportunities for engagement.
- Facilitate regular First Step events and follow up with guests from each.
- Work collaboratively with the Next Steps Pastor to implement central initiatives fitting the Cedar Falls Campus scale.
- Lead, train and recruit volunteers for the Cedar Falls Campus Guest Services Ministry.
- Develop and uphold the values of accessibility and excellence in Guest Services environments.
- Implement and execute special projects as assigned, with minimal oversight.

### SUPERVISORY RESPONSIBILITIES

Supervise and coach volunteers and interns involved in the Next Steps Ministry at the Cedar Falls Campus.

### 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 essential functions.

**EDUCATION and/or EXPERIENCE**

- Proven track record in a leadership and/or coordinator role is required.
- Experience in effective leadership in a ministry setting is preferred.
- Bachelor degree from a four-year college or university preferred.

**LANGUAGE SKILLS**

Strong interpersonal skills. Ability to effectively present information and respond to questions from students, parents, staff, or leadership team. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine correspondence. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang. Ability to speak effectively before groups. Ability to read, analyze, and interpret general business documents.

**REASONING ABILITY**

Ability to apply common sense in carrying 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**

- Able to work efficiently and effectively in team situations is critical, as well as able to work independently.
- Proficient in use of or ability to learn current and future communication tools, i.e. cell phones, internet, Facebook and other social media, texting, etc.
- Possess solid time management and organizational abilities. Able to coordinate several activities at one time and able to quickly analyze and resolve specific problems is important.

**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 stand, walk, sit, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. Local travel is routinely required.

**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 quiet. The building is multi-level with several sets of stairs, but is handicap accessible and equipped with an elevator. 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 \_\_\_\_\_