



JOB DESCRIPTION

DATE: November 4, 2019
JOB TITLE: **Next Steps Coordinator**
LOCATION: Osage Campus
REPORTS TO: Campus Pastor
FLSA STATUS: Part-time, Non-exempt
WEEKENDS: Yes

SUMMARY

The Next Steps Coordinator will implement the structures and strategies that support the vision and philosophy of ministry for Next Steps at the Osage Campus. A leader of leaders who recruits, develops, and coordinates volunteer leaders and teams to effectively execute our Next Steps Ministries. This position includes a special focus on assisting the Campus Pastor with the development, tracking, and execution of discipleship ministries through helping guests get connected relationally through our small groups, classes and various special events. The Next Steps Coordinator will also provide support to the Campus Pastor by assisting in leadership development for various ministries including but not limited to: Discipleship, Care and Missions.

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

Next Steps

- Oversee and lead the Guest Services ministry
- Responsible for monitoring the metrics of and advocating for Next Steps engagement at the campus-level
- Manage projects and task lists for Next Steps ministry programs with an emphasis on Discipleship
- Owner of Next Steps-related administrative systems and events including Fellowship One, Connection Cards, First Step, Follow Up, Membership, Volunteer Training, and Baptism
- Work with Campus Pastor and Central Next Steps Director/Pastor for campus initiatives
- Leverage campus Next Steps data to inform campus initiatives involving the five next steps
- Collaborate with other campus ministries for engagement best practices
- Uphold the volunteer culture and values at our campus

Discipleship

- Partner with the Osage Campus Pastor in recruiting, developing, and coordinating Discipleship and Adult Ministry volunteers
- Assist with the coordination and placement of individuals into small groups, and track changes in Fellowship One
- Responsible for organization and administration of events including, but not limited to conferences, classes, meetings, and campus celebrations
- Assist in calendaring, scheduling, and communications requests for all Next Steps and Discipleship ministries

General

- Oversee various office and facility related tasks by developing volunteers to:
 - Ensure office and kitchen are stocked with necessary supplies. Order supplies as needed, working within budgetary boundaries.
 - Assist with communication projects including bulletins, seasonal brochures, etc.
 - Manage the facility schedule, needs, building keys, and security systems.

SUPERVISORY RESPONSIBILITIES

Supervise the part-time custodian at the Osage 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 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. The building is multi-level with a set of stairs. It is 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 _____