



JOB DESCRIPTION

DATE: March 1, 2021
JOB TITLES: **Women's Ministry Coordinator**
LOCATION: Cedar Falls
REPORTS TO: Associate Campus Pastor of Discipleship
FLSA STATUS: Full-time, Non-exempt
WEEKENDS: No

SUMMARY:

The Women's Ministry Coordinator will develop, lead, and oversee all women's ministry initiatives at the Cedar Falls Campus. This may include, but is not limited to, women's Bible studies, mom's programming and ministry-related childcare coordination.

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

- Develop, lead and oversee women's ministry at the Cedar Falls Campus by recruiting volunteers and leaders, identifying curriculum, developing leaders and teachers and providing avenues for the women to take next steps in their walk with God.
- Assist in recruiting, equipping and monitoring the health of volunteers and ministry leaders.
- Cast vision to high level volunteers and lead team in alignment with PLC.
- Oversee any curriculum, programming, teaching and childcare.
- Oversee yearly schedule.
- Work with facilities to reserve rooms and set up needs.
- Oversee upkeep of ministry specific data.
- Communicate with finance department regarding women's ministry budget.
- Work with Communications Department for all promotional needs.
- Support the Cedar Falls Campus on weekends through presence, relationships and other assigned duties.

SUPERVISORY RESPONSIBILITIES

Supervise the Women's Ministry teams of volunteers.

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

- Experience recruiting, training and developing volunteers.
- Experience activating new initiatives and bringing others along.

LANGUAGE SKILLS

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.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to count money.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written or oral form. Ability to deal with problems in a positive manner and find effective solutions or know where to seek assistance.

OTHER SKILLS AND ABILITIES

- Have a passion for seeing women take Next Steps at Prairie Lakes Church.
- Be able to communicate and establish effective working relationships with all levels of people, conveying a genuine concern for their spiritual needs.
- Have the ability to work efficiently and effectively in team situations, as well as to work independently.
- Be creative, detail oriented, flexible and decisive with the ability to organize and coordinate tasks and people, set priorities and motivate others.
- Be proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint and Outlook).

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 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 _____