JOB DESCRIPTION

Position Title	Next-Gen Coordinator
Position Reports to:	Willie Register, Next-Gen Pastor
Department:	College, Young Adults, 30s/40s
Schedule (may vary)	24 hrs/week; weekdays and Sundays

General Description

An administrative role with a mission to cultivate a revival culture in the Next-Gen ministries. Assisting administratively, co-conspiring, and co-activating alongside the pastoral team - with the mission to see the Holy Spirit move and Jesus be glorified in the College, Young Adults, and 30/40's ministries.

Specific Duties and Responsibilities – Involving 3 Main Roles

1. Administrator:
   - Reserving rooms and creating registrations via Service-U
   - Editing Wordpress Website pages
   - Designing and printing flyers, posters, etc. to be marketed
   - Using Constant Contact or Mailchimp to send mass emails
   - Managing Social Media, designing and scheduling posts for FB & Instagram
   - Organizing events, involving design, registration, hospitality, recruiting volunteers, etc.
   - Buying supplies and running necessary off-campus errands
   - Managing/creating budgets and Expense Reports in conjunction with NxtGen Pastor
   - Reimbursement checks, reconcile credit card reports
   - Oversee/manage fundraisers: Prager Bros, VG's, etc.
   - Using Planning Center for organizing a worship band and/or service
   - Communicating with leaders, staff, and volunteers about events/services, etc.
   - Communicating with facilities department on any needs we have for the set up of rooms
   - Input into Database, keeping track of attendees and newbies
   - Communicating with outside vendors if we do an outside event etc.
   - Marketing and Branding of ministries

2. Co-Conspirator:
   - Pray, dream & vision-cast with pastoral staff
   - "Learn together" - i.e. podcasts, books, ministry trips
   - Community Impact Team liaison, locally and internationally
   - Be in touch with Key Events, locally and internationally - i.e. conferences, missions, worship movements, ministry trainings
   - Strategic planning and thinking to expand the ministries in the way God desires them to be

- Networking with strategic team players to connect the people and ministries/organizations God wants to connect
- Organizational leadership

3. Co-Activator:
- Mentoring - one-on-one and in small group settings
- Prayer leader
- Involved in SUN PM services
- Present at Thursday Nights when strategically necessary
- Activate attendees within ministries to get more involved missionally

Knowledge Skills Required for the Job
- Proficiency with Microsoft Office: Word and Excel
- Computer skills and an aptitude to learn new programs quickly
- Experience with Google Docs and Sheets
- Able to prioritize and balance multiple demands from various ministries at once

Desirable Qualifications
- A desire to grow in relationship with God and a heart to minister to others
- Experience in mentoring and leading others spiritually
- Spiritual insight into God's vision and heart for the ministries
- Experience in Network and Organizational Leadership
- Skills in Marketing and Branding

Personal Relations
- Able to act with discretion in matters related to budget and finances
- Ministering to others including: mentorship, leading small groups, prayer
- Must be able to represent the ministries well
- Interfaces with other ministries and departments on campus and operates with a "can-do" spirit.
- Must have a helpful attitude, being willing to help other team members with various projects
- Must be able to exercise professionalism, discretion and sensitivity in handling confidential information

Work Environment
- Office Setting, however in light of covid-19, work will primarily be done remotely.
- This position is mostly desk work with the exception of events and services

Minimum Qualifications Required
- Follower of Jesus Christ who is committed to their personal spiritual growth
- Willing to work within the vision and values of this church
- Computer literacy, including the ability to learn and use online productivity tools such as Basecamp, Google Docs, Dropbox, and FileMaker Pro and FileMaker Go
- High school diploma (bachelor's degree preferred)

Physical Requirements
- The job is mostly sedentary, and requires sitting at a desk and looking at a computer screen for extended periods of time.
- The ability to set up and tear down events