



JOB DESCRIPTION – ENGAGEMENT COORDINATOR

Position Title	LOCAL ENGAGEMENT COORDINATOR - MISSION IMPACT (MI)
Position Reports to:	MI Director
Department:	Mission Impact
Schedule (may vary)	Weekdays, varied evenings and weekends
Rate/Salary	Non-Exempt, Part Time (22-25 hrs/wk), \$20-21 DOE

General Description

- Overall responsibility is to create local engagement opportunities in collaboration with our mission partners, church ministries and ambassadors, and coordinate and engage NCCC congregation in service promoting the Kingdom mission of NCCC through MI partners.

Specific Duties and Responsibilities

- Work with the MI Team to communicate the vision, philosophy and theology of MI to our church community, ministries, partners, contacts, and the wider community
- Support MI in creating mission minded, transformed people to transform the world
- Work with Mission Ambassadors and Local Mission Partners to identify, create and communicate opportunities to mobilize NCCC community to volunteer
- Help MI mobilize NCCC to meet the needs of the local community in relevant and effective ways
 - Systems of engagement to mobilize and activate our congregation (training structures and overseeing development of IT platforms that foster engagement)
- Develop and maintain relationships with volunteers, mission partners and NCCC staff
- Responsible for all local engagement opportunities for NCCC congregation with MI with partners (onsite or offsite)
- Support and develop volunteer to lead engagement opportunities with our partners locally
- Work with MI staff, MI advisory and leadership team, and key volunteers
- Host community events using NCCC facilities (if needed)
- Collaborate with MI to communicate, create and promote partners engagement opportunities

Knowledge/Skills Required for the Job

- Passion for God, and the Mission of NCCC
- Experience and heart to motivate, lead volunteers and help shepherd volunteers
- Refined interpersonal skills to communicate effectively, empathetically and efficiently
- Excellence in idea conception (big picture) and ability to execute related strategies and goals
- Ownership and accountability for responsibilities
- Self-starter and ability to self-manage while executing goals and events
- Superior management, training and streamlining systems
- 5 years proven excellence with unquestionable integrity
- Team-oriented with an understanding of and desire to be part of the great commission
- Ability to multitask and work in a fast-paced environment (at times)
- Ability to learn and adapt quickly and effectively

- Consistently and effectively utilizes dynamic communication and execution platforms to achieve ministry objectives (i.e., CRM System, MailChimp, Zoom, Microsoft Word/Excel, Google Drive)

Personal Relations

- Works in team with the MI Director and MI Team
- NCCC Staff
- MI Volunteers
- Mission Partners

Work Environment

- Work environment will include NCCC; with ministry partners and remotely as needed
- Local travel

Education

- Bachelor's degree required
- Mission experience and/or Seminary training (beneficial)