

JOB TITLE | Communications Volunteer Coordinator/Admin

MINISTRY | Communications

REPORTS TO | Communication Director

STATUS | Part Time (up to 24 hours per week)

SUMMARY OF CONTRIBUTION

Acts as administrative volunteer coordinator, working closely with Social Media Lead to build and retain volunteer team. Perform all functions of administrative assistant to Communications Ministry & Communications Director.

RESPONSIBILITIES

- Coordinate recruitment and retention of Communications Volunteers.
- Manage volunteer workflow, communicate with potential volunteers, keep volunteer roster up to date
- Assist Social Media lead in scheduling volunteers for weekend services, events etc.,
- Build relationships with volunteers to foster retention and growth of volunteer team.
- Manage calendar/scheduling for Communications and Communications Director.
- Manage facility requests, ministry calendar, and budget. Perform all A/P functions for Communications Department
- Represent Communications in logistical meetings and liaise with Office Manager and Comm. Team, attend admin meetings as necessary

REQUIREMENTS

- Excellent interpersonal and relational skills
- Proficient with spoken and written communication
- Capable problem solving and conflict management/resolution skills
- Able to manage changing timelines and priorities
- Self-starter, self-motivated, and thrives in a fast-paced work environment
- High School diploma or equivalent
- 2-3 years experience in administration
- Proficient in Microsoft Office Suite
- Familiar with project management software (Asana, Basecamp, etc) and Planning Center Online (preferred)
- Volunteer coordination experience (preferred)

BRIEF

We are looking for an individual that displays the competencies above but also exudes high character. This individual holds themselves to a biblical standard that is above reproach and honors God in their words and actions. They also work to achieve and maintain a high degree of chemistry within the ministry and organization. This individual loves to help others succeed and works each day to make this team and organization better.