

Position: Student Ministry Coordinator

Ministry Area: Students

Reports to: Student Director

Status: Full time

Supervises: Serve Staff

Purpose

The Student Ministry Coordinator is a central ministry support role responsible for serving as the Central admin, event planner/coordinator, and resourcing location student ministers to execute weekly student gatherings. This position will also include key responsibilities on all projects that will include big events centrally, point person for all communication needs and both church-wide/student ministry initiatives across all Eleven22 locations.

Job Requirements and Experience

- 3-5 year's administrative or clerical support experience for a large team or department
- Strong communication skills both written and verbal
- Excellent organization and prioritization skills
- Ability to build effective individual and team relationships
- Ability to manage multiple priorities and projects at one time

Required Competencies and Skills

- Ability to support priorities with the right balance of short and long-term wins
- Demonstrated ability to build effective organizational relationships/partnerships
- Sound judgment and above reproach character
- Strong computer skills; proficient in Microsoft Outlook, Word and Excel
- Ability to work with database information (CCB)

Key Responsibilities

- Assist in the calendar of the Student Director
- Assist in calendaring of Student Team, and all student ministry events through the church database.
- Assist with Data collection, input, and assessment through both CCB and Church Metrics
- Liaison for all communication needs to include print, digital, and web communication.
- Recruit Administrative serve staff out of the vision of Student Ministry at The Church of Eleven22 to help people take the next step in their relationship with Jesus by serving on a central serve staff team, such as an Event Planning Team and Parent Advisory Team.
- Assist in retaining serve staff by developing and empowering, supporting community, discipleship, and caring for them
- Work with support ministries to execute student ministry initiatives at all locations throughout year.
- Support projects, and manage, when necessary, for events happening at all locations throughout the year, such as, ONE Initiative, Parent Gatherings, Saturated, Winter Retreat, Mission Trips, Serve Staff Retreat, Summer Camp, etc.
- Assist in managing the budget across all locations for the student ministry.
- Assist Student Ministers in projects that are happening church-wide where student ministry plays a role such as opening of new locations and construction projects.
- Support Student Ministers in the planning and executing of student ministry events along with other church-wide events at all locations to include Easter, Beach Baptism, Saturated, Christmas, Etc.
- Actively work towards improving the student ministry's processes and systems at all locations.
- Supply all Location Student Ministers with curriculum needed to execute weekly student environments.

Measurements of Success

- Model the Church of Eleven22's mission, vision, and core values
- Create disciple-making disciples
- Anticipate and provide for the needs of Student Ministry by supporting Student Ministers so that they can focus solely on their specific location's service execution, events, onboarding of serve staff, and care of serve staff
- Successful events at all locations
- Meeting project deadlines