

Position Description

Mountain Christian Church

Campus Coordinator | Edgewood

Purpose of Mountain Christian Church

To make disciples, more and better disciples

Goal for Mountain Staff

To have a team that is good at what they do, loves what they do, and loves the people they're doing it with.

Purpose of the role

To create a campus culture with supportive systems that equips each of our ministry areas with the overall knowledge to conduct day to day operations and fulfill the needs of all ministry areas.

Principle Function

To provide expert and expedient care for administrative and facilities in order to maximize the churches discipleship efforts.

This position is a part-time position that works 20 hours per week and is classified as a non-exempt position.

Role Level

X	Team Member (a person who leads themselves and potentially volunteers)
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Role Association

x	Campus-Specific , serving the following campus:	Edgewood Campus
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Competencies

All Team Members should be able to:

- **Communicate well.** Communicate well in both writing and speech across multiple organizational levels.
- **Use technology effectively.** Use core technology systems and program used by the church (including but not limited to Microsoft Office)
- **Execute ministry.** Perform the most basic forms of ministry within your ministry context/area.
- **Manage work effectively.** This person must be able to make steady progress on long-term goals while simultaneously managing various short-term concerns. Must effectively manage the tensions between "urgent" & "important" tasks & relationships.

All Team Leaders should be able to:

- **Develop people.** This person must create an environment of high invitation and high challenge where those under their leadership are supported, valued, equipped, and called forward in their discipleship journey and vocation.
- **Build teams.** Invite, assimilate, equip, edify, and transition people into meaningful ministry roles. This requires the ability to delegate.
- **Lead from here to there.** This person must be able to see a vision of where the team needs to go, assess the reality of the current situation, and make and execute a plan to get from where we are now to where we want to be. This requires problem solving, creativity, strategic thinking, managing change, risk-taking, care for people, and wisdom.
- **Identify & communicate ministry-specific values/vision/processes/systems.** The leader must establish direction and goals for their specific ministry and create the structures that help support the vision and

its execution. This requires critical thinking across micro and macro levels of the ministry to create processes to make ministry happen.

- **Evaluate & improve.** Evaluate all aspects of ministry, systems and staff and give edifying feedback that leads toward improvement. This includes conducting staff performance evaluations.
- **Deal with conflict & lead through tension.** This person must have a keen sense for when something is “off” or “smells funky” and be willing to engage. They should have a knack for diffusing tension, helping people refocus on what matters, and building unity amidst a diversity of people. This person must protect the mission from conflict and tension that sap energy and distract from the main thing.
- **Manage ministry budget & allocate resources.** Manage and allocate financial and human resources within boundaries.
- **Stay organized.** This is a multi-faceted position that demands multi-tasking. This person must be able to prioritize and manage time and resources well.

The following competencies are specific to this role:

As a leader of volunteers, this person is responsible for:

- Excellent communication with their team members, casting vision, clarifying expectations, measuring progress, cultivating culture, setting and accomplishing goals, maintaining alignment with the mission and values, and developing the people in their area.

Responsibilities

As Team Member, this person is responsible for:

- Excellent communication with their team members, casting vision, clarifying expectations, measuring progress, cultivating culture, setting and accomplishing goals, maintaining alignment with the mission and values, and developing the people in their area.

More specifically, this person's responsibilities are as follows:

- Develop & Lead groups of Difference Makers who are deployed towards administrative efforts to resource the campus and the campus staff team. This includes but is not limited to, data entry for groups, connection opportunities, follow ups, etc.
- Follow up with campus inquiries and notate any conversations had.
- Follow up with people interested in serving, interested in baptism, etc. (Connection Requests via Rock Database)
- Maintain schedule of events for the Edgewood Campus.
- Coordinates building utilization in conjunction with The EPICENTER. Ensure all campus events and EPICENTER events are well resourced.
- Maintain Mountain DNA within the complexity of Edgewood Campus /The EPICENTER dynamics.
- Champion the vision of making more and better disciples in UNITY within the Campus and The Epicenter team. This requires cross ministry communication and engagement on a regular basis.
- Process Purchase Request at the local campus level
- Working directly with the Campus Pastor to coordinate the appropriate next step for New Members
- Provide direct and vital support to the Campus Pastor/Associate Campus Pastor
- Lead the team towards completion of monthly tasks, such as MMR, needed materials for all staff meetings, etc.
- Payment requests
- Building Use and Childcare requests
- Submit facility repair requests for EDG Campus and office space
- Lead EDG Decor Team
- Order Campus and office supplies, including books/curriculum, shirts, food for meetings
- Credit Card Statements Reconciliation
- Assist with maintaining accurate records in ROCK
- Fulfill other responsibilities and tasks as assigned.
- Other duties as assigned

Hours/Compensation/Benefits

- Salary: \$15,600 - \$26,038 depending on experience
- Excellent benefits package including 40 hours paid time off and up to 10 paid holidays falling on normal work days for the position.
- Option to contribute to the employer's 403B plan

Contact

Please submit resume to **jobs@mountaincc.org**