



## Community Collective Coordinator Job Description

Individual:

Accountable to: Director of Ministries

FLSA Classification: Hourly

Supervises: **Community Collective Team**

Work schedule: Flexible 20 hours per week and must be available for ministry work outside of 8:30 a.m. to 5 p.m., Monday through Friday. Needs to be available for all FHC Community Collective events and Monday Team Meetings.

### **Fellowship Hi-Crest Mission:**

Fellowship Hi-Crest (FHC) exists to walk with others in community through the power of Jesus Christ.

**Community Collective Mission:** Walking with neighbors and community partners in community through the power of Jesus Christ.

The Community Collective Coordinator should focus their time and energy on strengthening Community Collective ministry by planning and executing creative and high-quality events experiences for our neighbors and community partners.

### **Essential Functions:**

- Assist the Director of Ministries in leading Community Collective Events, including the planning, promotion, executing, and follow-up plans.
- Assist the Director of Ministries in contacting and maintaining partnerships and sponsorships for community events.
- Build and retain volunteer teams through recruitment, equipping, and encouragement.
- Engage in building relationships with Hi-Crest residents and FHC guests and attendees.
- Recruit and Schedule Volunteer Teams for Events.
- Attend FHC staff and leadership team meetings when scheduled.

### **Other Responsibilities**

- Stay current with technology and strategies to provide event experiences that point people to Christ.
- Monitor progress and completion of projects assigned within ministry areas - faithfulness and undistracting excellence is the goal.
- Monitor program budgets. Report excesses and shortages to the supervisor.
- Provide supervisor timely reports on budgets, projects, missions, and other areas as requested.
- Commit to personal growth.
- Set an example for others to follow. Church leadership must be a role model and consistently walk with the Spirit. This may be expressed by transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, servant-heart for others, strong teamwork ethic, flexibility, teachability, authentic love for non-believers to know Christ, balanced relational life with family and others, and a balanced financial condition.

### **Qualifications, Skills, and Abilities:**

- Effective communicator (verbal, written, and body language).
- Successful experience leading volunteers and motivating teams.
- Related practical experience preferred. Examples include work experience in church, para-church, volunteer recruitment, event planning, project management, and leadership development.
- Heart for Hi-Crest Neighborhood, unbelievers, and those disconnected from a church.



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- An adequate level of administrative skills using systems to solve problems, frustrations, bottlenecks, and limitations in a growing ministry environment.
- Ability to prioritize and manage your work to effectively and efficiently accomplish tasks with excellence.
- Relational – approachable and at ease with listening to and engaging with people.
- A team player – works well with others to reach a common goal.
- A self-motivator who takes the initiative to communicate problems and look for solutions.
- Sound judgment and decision-making skills.
- Strong attention to detail and excellent organizational skills.
- Exhibits credibility and influence. Credibility is the ability to deliver desired outcomes. Do you do what you say you will do when you say you will do it? Influence is others' willingness to follow you.
- Proficient in Microsoft Office Suite and Google Suite (docs, sheets, calendar, etc.).
- Preferred experience with programs like Mailchimp and Canva.

### Physical Demands:

- Communicate effectively with all levels of individuals, varying backgrounds and environments.
- Lift and move items up to 50 pounds,
- Sit or stand for long periods.
- Focus intently on planning events, connecting with individuals, and listening well.
- Read documents and work for extended periods on the computer.

### Work Environment:

FHC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FHC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We provide a salary package that takes the emphasis away from meeting material needs and frees time to serve the Lord, family and others with passion, focus, excellence and creativity. We encourage growth that will challenge, encourage and refresh staff personally, as well as the respective ministries of oversight.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor.

Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits (such as vacation, paid sick leave, holiday pay, health insurance, etc.) attributed to this position will be discussed separately.

Job descriptions are not intended to and do not create employment contracts. FHC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

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Team Member Signature

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Date

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Team Member Print Name