



DOOR CREEK CHURCH

Changing lives to change the world

Position Title: Community Development Coordinator
Reporting Relationship: Executive Pastor of Outreach
Exempt Status: Part-time, Non-Exempt (25 hours/week)

Ministry Description:

The primary role of the Community Development Coordinator is to provide support for all community development partnerships.

Primary Responsibilities:

General

- Oversee communication for local and global community development
- Build volunteer team(s) to accomplish responsibilities
- Manage promotion for all local and global initiatives
- Keep the database updated
- Maintain current website information and communicate with communication team changes as needed
- Purchase ministry resources as needed
- Oversee community development event logistics
- Coordinate with partnering organizations
- Be an equipper. Find, invite and train people for ministry to multiply ministry

Trips/Teams

- Arrange pre and post-trip missions meetings
- Coordinate all global and national mission trips including:
 - > Book all travel arrangements
 - > Secure insurance coverage
 - > Track all donations and down payments
 - > Work closely with finance team throughout fundraising process
 - > Communicate effectively with all trip participants
- Assist with budget preparations and other related tasks
- Prepare cash advances and process check requests for short-term teams and partners
- Manage trip process and oversee management program

Personal Qualifications:

- Strong administrative and coordination skills
- Interpersonal skills for building relationships in the community
- Detail-oriented, flexible and decisive with the ability to organize teams, coordinate events, set priorities and create and maintain systems
- Demonstrated effective interpersonal, verbal and written communication skills, including strong listening skills
- Spiritually mature
- Shares values and vision for ministry and regularly nurtures their own spiritual growth
- Ability to work independently or as a member of a team



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- Ability to multi-task and stay on track with regular interruptions
- Ability to anticipate what will be needed for upcoming events and meetings
- Experience with Excel, Word, Powerpoint and Outlook
- Gifts of Administration, Helps and Encouragement

Education and Experience

- Degree or equivalent experience: Undergraduate degree preferred
- Years of experience: 2+ years working with at least one of the following: non-profits, community development, missions ministries, related fields preferred
- Active affiliations: Door Creek Church attendee is preferred

Physical Demands

- Sitting for long periods
- Lifting up to 20 pounds

Church staff must have faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position