



Job Description

Position Title: Campus Coordinator

Reports To: Campus Pastor

Revised: 11.21.2022

Department: Campus Operations

Status: Part-time (Salaried, 24 hrs./week)

Campus: Cambridge

Primary Purpose

The NewPointe Campus Coordinator works to change people's lives in the community by providing spiritual care to attendees and those in the community, spiritually developing volunteer and attendees' faith, and helping coordinate campus ministry details to ensure that all ministries operate effectively and efficiently. This includes providing care and prayer for those in need, weekly environment coordination, communicating and meeting with volunteers, detailed planning for programs and events, and managing the day-to-day administrative functions of the campus, ultimately to inspire people to follow Jesus.

Essential Functions/Key Result Areas (KRAs)

- Directly provide or coordinate spiritual support and/or care to those in need from the Campus or the Community, including prayer needs, death in the family, hospital/medical needs, birth in the family.
- Support Campus Pastor— in First Impressions ministries, manage calendar and email, aid in staff accountability, help manage financial reports.
- Provide administrative support to the campus and campus staff through office coverage, purchasing budgeted expenditures and supplies, participating in planning meetings, and assisting with administrative ministry needs.
- Manage NewPointe systems and databases for the campus, including necessary workflows within Rock, data entry and processing, eSpace approvals, managing the campus calendar in coordination with church calendar.
- Assist in the planning and coordination of special events, such as FOR events, Next Gen events, volunteer training, and appreciation events. Occasionally, special events may require the Campus Coordinator to work Sunday hours.
- Serve as stakeholder on Churchwide Initiatives/Special Events.
- Assist in accomplishing campus dashboard goals and complete other duties as assigned.

Position Requirements

- Supervisory:
 - Lead volunteers

Knowledge/Skills/Abilities:

- A Passion for people that sees beyond the tasks and details
- Enthusiastic about growing the spiritual maturity of volunteers and attendees
- Strategic Planning Skills—able to forecast needs and respond to changes to ensure that necessary resources will be available to meet demands and deadlines.
- Administrative Skills – detail oriented; able to maintain an organized process, delegate properly, and handle multiple demands effectively.
- Talent Scout – Naturally identifies and recruit people into areas of ministry service that best meets their gift set.
- Quality Manager - Ability to identify problems, find solutions, and improve systems.

- Team Builder - Ability to build teams, equip and empower leaders, and hand off ministry effectively. Able to deal with conflict.
- Ability to quickly learn and use software applications
- Ability to communicate clearly and concisely, both orally and in writing
- Proficient in Microsoft applications such as Word, Excel, Teams, and Outlook

Qualifications

- Education: High school diploma required, college degree desired
- Experience: Minimum one-year related experience at an administrative level, and project coordination required.
- Licenses: None required.

Physical Activities/Requirements

- Ability to move throughout the facility

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including:
 - Tithe (within 3 months)
 - Participate in small group accountability
 - Regular attendance at NewPointe services

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

ACKNOWLEDGMENT

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

Applicant Signature/Date

Management Signature/Date