



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Local Outreach Team Ministry Coordinator

The Ministry Coordinator for the Local Outreach Team is an in-office staff member and part of a two-person administrative assistant partnership that supports the ministries of PAC's Communications Department, He Cares We Care's benevolence initiatives, and the church's efforts in the area of community engagement in Plainsboro. The Coordinator partnership is intended to provide coverage for the entire Team in a highly organized, detail-oriented manner that also demonstrates flexibility and strong interpersonal skills. This individual will report directly to the Local Outreach Ministry Team Leader.

The Coordinator is a part-time, non-exempt position. Hours can be somewhat flexible between the Coordinators but must ensure that office needs are met from 8:30am to 5pm Monday-Thursday with additional hours as needed on weekends. On average each Coordinator will be responsible for 20-25 hours/week. The individual provides experience and expertise in the following areas:

Requirements

- Holds a minimum of an Associate's Degree in the field of administration (similar experience may suffice)
- Highly proficient in Microsoft Office, Google Docs, and Google Drive
- Familiar with database management and budgeting
- Experience in vendor coordination
- Ability to understand and speak Spanish is desired
- Ability to adapt to the changing needs of growing ministries

Key Responsibilities

- Represent the heart, ethos, and thinking of the Local Outreach Ministry Team Leader
- Process precise data entries in FellowshipOne and other systems as needed
- Ensure timely facility reservations, cash/AMEX/reimbursement processing
- Assist Ministry Leaders in the production of documents to their constituents and audience (i.e. copies, writing/proofing, ordering, but not limited to these)
- Monitor the Team's budget and expenses and highlight any notable changes
- Act as primary contact in handling responses to Connection Cards, weSERVE applications, inquiries, phone calls, and emails to Ministry Leaders as relative to the Local Outreach Team
- Build effective relationships with vendors and ensure timely communication
- Assist in project management
- Plan, coordinate, and support meetings, events and conferences as needed
- Contribute to the continuous improvements of our organization
- Other duties as assigned, including weekends as needed

Communication/ Coordination

- Effectively collaborate with Team Coordinator partner to execute weekly tasks and schedules
- Communicate with the Local Outreach Ministry Team Leader regarding victories and challenges
- Consistently contribute to the regular Team Meetings and discussions

- Practice timely, complete, and confidential communication

Team Development

- Be a team player with a positive attitude who seeks to improve the Team by offering constructive feedback or recommendation
- Attend Team meetings on a regular basis (every-other-week) for evaluation, vision casting, strategy alignment and team development
- Attend weekly Ministry Team Coordinator meetings and participate effectively
- Train other church-wide coordinators in systems if beneficial
- Build genuine and effective relationships with staff, volunteers, and community

Personal Development

- Have a consistent pattern of Sabbath (intentional, worshipful time to recover away from work and connect with Jesus)
- Pursue personal and spiritual development by participating in or leading a PAC small group
- Pursue professional development through a variety of resources such as publications, building relationships with others in similar ministries, and attending conferences/seminars
- Meet with the Local Outreach Ministry Team Leader bi-weekly regarding personal development goals and ministry-related accountability
- Discharge all duties in keeping with a holistic, healthy, and balanced life

In addition to excellent communication and organizational skills, he or she possesses a/an:

- Vibrant personal relationship with Jesus
- Passion to champion the role of the local church
- Willingness to serve others in humility
- Commitment to professional and personal excellence
- Collaborative approach and a team mentality
- Ability to multitask and meet deadlines
- Creative spirit and a passion for innovation
- Track record for consistency and reliability
- Ability to “self-start” (i.e., recognize a need and initiate an appropriate response)
- Knack for resourceful problem solving

In conjunction with his or her daily responsibilities, the Coordinator also participates in regular staff development activities such as staff prayer, staff meetings and staff retreats. The Coordinator is (or will become) involved in a community group, in an active discipleship coaching relationship, a member of PAC (within six months of employment), and a regular attendee of PAC weekend services.

To apply, email cover letter, resume and salary history to jobs@princetonalliance.org.