



PRINCETON ALLIANCE CHURCH

Know God • Develop Community • Bring Hope

Family Life Team Coordinator (Community Groups, Global Outreach, and Care Focus)

The Family Life Team Coordinator (FLTC) is a member of the Family Life Team's two-person administrative assistant team that supports the PAC Youth, Young Adults, Adults, Global Outreach, and Pastoral Care ministries. The FLTC 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 Family Life Team Leader.

The Coordinator (Community Groups, Global Outreach, and Care Focus) is a full-time, non-exempt position responsible for the administrative support of the Community Groups, Global Outreach, and Pastoral Care team but will also provide support for the other Family Life teams as needed and determined. 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 data entry processing

Key Responsibilities

- Represent the heart, ethos, and thinking of the Family Life Team Leader
- Provide primary administrative support to the Adults (i.e. small groups, membership, baptisms, and classes), Global Outreach, and Pastoral Care ministries by monitoring, organizing, and supporting all projects, tasks and other commitments
- Provide additional administrative support to the PAC Youth and Young Adults ministries as needed
- Process precise data entries in FellowshipOne utilizing notes and comments effectively
- Ensure facility reservations, cash/AMEX/reimbursement processing, and event-driven tasks are completed on time
- Plan, coordinate, and host meeting, events, and retreats (along with FLTC partner as needed)
- Follow up with Discover PAC, baptism, and other PAC-hosted classes
- Reserve best transportation option related to global and domestic mission trips, retreats, and conferences
- Assist Ministry Leaders in the production of documents to volunteer leaders, parents, students, and constituents (i.e. copies, writing/proofing, ordering, but not limited to these)
- Monitor the Team's budget and expenses (especially in GO) and highlight any notable changes
- Contact food suppliers with orders for events and training sessions
- Ability to adapt to the changing needs of growing ministries
- Contribute to the continuous improvements of our organization
- Other duties as assigned, including Sundays as needed

Communication/ Coordination

- Connect with FLTC partner to coordinate weekly tasks and schedules
- Communicate with the Family Life Team Leader regarding victories and challenges
- Consistently contribute to the regular Team Leaders 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 for evaluation, vision casting, strategy alignment and team development
- 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 CG
- 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 Family Life 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. Weekly Sunday attendance is expected.