



## **Job Description: Community and Callings Coordinator**

### **REDEEMER PRESBYTERIAN CHURCH EAST SIDE**

**Position:** Community and Callings Coordinator

**Department:** Community Group, East Side

**Reports to:** Senior Community Group Director, East Side

**Hours worked:** Part-Time, 12-15 hours per week, generally flexible but may include occasional evening or weekends for events

#### **Position Summary: Part-time position**

Support the staff and lay leaders of Redeemer East Side by streamlining logistics and executing plans for Community Groups and other special projects in community life and spiritual formation as needed. Own end-to-end administration of East Side Community Group system.

#### **Job Description:**

- Manage East Side Community Group database with central Redeemer tech support
- Assist with communication strategy and execution
- Streamline execution of Community and Callings projects
- Administration for Community Group Directors and team as requested
- Execute logistics for Community Group leader trainings and related events
- Direct inbound Community Group communications and request to appropriate CG staff
- Track and report on data for bi-annual assessments and annual surveys
- Track and report on the budget for Community Group Directors and team
- Assist in coordinating the Community Group Internship program and other hires (recruitment and as needed)
- Assist with other East Side community and formation related projects as needed

#### **Qualifications:**

- A growing Christian, deeply rooted in the gospel of grace
- Aligned with the doctrinal orientation of Redeemer Presbyterian Church and its core values
- Excellent organizational and interpersonal skills
- Proficient in MS Office applications, database navigation and online applications
- Minimum four-year college degree
- Two plus years of experience is preferred