



## Missions Project Coordinator

OPEN

**Position Type:** Non-Exempt  
**Category:** Regular, Full-time position  
**Classification:** Category F  
**Reports to:** Director of Missional Discipleship

### Ministry Summary/Objective

Provide event management, coordination, and administrative support for Missional Discipleship programs, events, trips and day-to-day operations assisting the Director and other Adult Discipleship staff as needed to fulfill the mission of the Missional Discipleship department.

### Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### MINISTRY RESPONSIBILITIES

#### Project Coordination--

- Collaborate with missional discipleship staff and lay leaders to accomplish department goals
- Provide general workflow oversight for assigned mission projects and programs to include, but not limited to, event planning, logistics, volunteer recruitment and scheduling, participant registration, facility needs, promotion, communication, supply ordering, etc.
  - Mission projects may include South Africa Outreach Initiative, Housing Initiative, AIDS Angel Tree, alternative gift giving, Christmas in July, Christmas Baskets, Restock the Pantry, OFAM
- Coordinate with Discipleship Ministries Administrative Director on administrative projects as needed
- Participate in department meetings as requested

#### Volunteer Coordination--

- Recruit, train, and coordinate volunteers for mission projects as assigned
- Serve as the point person for mission projects and effectively communicate needed information to all volunteers in a timely manner
- Build in recognition, celebration and thanks to task teams and volunteers
- Facilitate background checks and Safe Sanctuary training requirements for volunteers

#### Financial/Administrative Responsibilities—

- Use BUMC approved software to maintain database of participants and volunteers; send emails and other communications, reserve event/meeting space, update webpages, create web-based registration forms, reserve Narthex tables for Sunday mornings, and other tasks as assigned
- Work with all BUMC departments (e.g. Finance, Facilities, Communications, etc.) as required to ensure proper processes, guidelines and procedures are being followed by you, laity and partners to include, but not limited to, fundraising approvals, donation and registration fee collection, purchases, and statement reconciliation
- Manage workflow and completion of tasks for assigned ministries utilizing NOZBE for project management and communication
- Oversee purchase order process and track revenue and expenses throughout event lifecycle
- Develop content for newsletters, website, bulletin announcements, seasonal letters, flyers, field manuals/handbooks, etc.
- Secure storage space for collected or donated things
- Secure volunteer labor for moving heavy donations or clearing space
- Provide backup for BUMC receptionist as requested

#### Web-Page and Database Duties—

- Timely and accurate data entry, management and up-keep of database information, maintaining and tracking attendance and participation for mission projects and events
- Run Arena database reports and prepare presentations of data as assigned
- Manage participant registration for mission events in eSpace software
- Coordinate scheduling of rooms and other facility related needs in eSpace software
- Post content provided by assigned staff to webpages and social media sites
- Import data and develop communication using MailChimp

#### Competencies

- Excellent organizational skills with a strong attention to detail and accuracy
- Understanding of basic finance and budgeting processes
- High level of competency in Microsoft Office software and other web-based technology (e.g. Facebook and other social media webpages) with ability to learn computer programs quickly and use them proficiently (e.g. Arena church management system, event scheduling and registration software)
- Able to multi-task and juggle multiple priorities
- Self-starter who takes initiative and anticipates needs of the department
- Ability to communicate with persons of all levels of maturity and status
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Excellent verbal and written communication that inspire others to participate in mission work
- Able to work efficiently and effectively in a team environment (as well as independently) exhibiting flexibility when needed
- Passionate about participating in God's work in the world and able to articulate the connection between the Kingdom of God and the work of missions

#### Education and Experience Requirements

- Bachelor's degree in Business Administration or related field and/or equivalent experience/certification required
- Three (3) to five (5) years of related administrative and mission experience preferred
- Experience recruiting, training, and coordinating volunteers preferred

#### Supervisory Responsibility

This position does not have employee supervisory responsibilities; however, it does supervise volunteers for assigned projects.

#### Work Environment

This job operations in a professional office environment with occasional requirement of being present on local mission job-site or visit to mission/ministry partner agency. This role routinely uses standard office equipment.

#### Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is required to talk, hear, stand, walk, and sit. Employee must lift or move office supplies or other donated items up to 25 pounds.

#### Expected Hours of Work

Days and hours of work are to be done Monday – Friday during normal business hours. Occasional evening and weekend work is required.

#### Travel

Occasional travel is required during business day to visit in-town mission partners.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

## **ADDENDUM to Job Description**

### **Mission Project Assignments for Project Coordinator**

- Housing Initiative
  - Communicate with project host volunteer coordinator
  - Create and maintain volunteer registration in Arena updating ministry tags as needed
  - Recruit and schedule volunteers for each work day
  - Coordinate meals, snacks, and drinks with volunteers for each work day
  - Prepare and submit needed forms
  - Identify, secure, and collect tools and supplies needed for each project
  
- Restock the Pantry
- Orphan, Foster, and Adoption Ministry (OFAM)
- Christmas in July
- AIDS Angel Tree
- Alternative Gift Giving
- Christmas Baskets
- Graceworks

### **Provide Support for Mission Projects assigned to Director of Missional Discipleship**

- Career Transitions
- Benevolence ministry
- OFAM – Director will provide pastoral support
- Housing Initiative – Director will provide pastoral support to family and assist with fundraising