**Position/Title:** Community Coordinator

**Revision:** January 22, 2017

**Reports to:** Director of Community Groups

**Principle Function:**

This position requires someone who has a passion both for organization and for people. As the Community Coordinator, this person will be responsible for helping the Director of Community Groups direct the Community Ministry, primarily through system maintenance, email communication, event coordination, and gathering & organizing data. Given the team’s desire to not only build intentional community but embody it, it is central to the position that each responsibility be carried out in a relational, warm, and caring way.

**Responsibilities:**

**Organization:**

* Ensure Community Group (CG) information is up-to-date and accurate across many platforms, including internal databases and related web pages.
* Help conduct and implement surveys, rosters, and other vehicles for gathering information.
* Organize information and reports on CGs statistics via church database system, website, surveys, rosters etc.
* Generate monthly and quarterly reports to find gaps in movement and health metrics

**Event Planning:**

* Work closely with the Director of Community Groups in organizing Community related events: CG Fairs, Retreat, New Leader Training, Current Leader Training, CG Mission events, and the Regional Welcome Center

**Care:**

* Track CG website inquiries, ensuring those that have requested information have been responded to and are appropriately addressing the need.
* Oversee CG childcare subsidy program, including background checks for new sitters, approval of hours, check requests, and education on the process.
* Oversee prayer for coaches, leaders, groups, and regions, including prayer requests & cards.
* Help find community-related testimonies and stories to share with leaders or congregation.

**Communication:**

* Communicate effectively with coaches, staff, and leaders so all parties have updated information.
* Effectively communicate with leaders on event details, CG calendar, trainings, surveys, etc.
* Respond to community inquires primarily via email, but also by phone, regarding resources, programs, and suggestions for groups
* Work with the Director of Community Life in composing and sending out CG Weekly emails, and prayer guide.
* Work closely with Communication team to ensure announcements, website, E-news, and social media have accurate information and are consistent with vision and mission of Community Groups.

**Miscellaneous**

* Support the other ministry areas of Crossroads when there are special needs.
* Perform other duties as assigned by the Director of Community Groups.

**Basic personal responsibilities:**

* Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer, and meditation.
* Be a member of Pacific Crossroads Church, or plan to become one within 2 months of employment.

**Required Skills:**

* 3-5 years experience in the following areas:
* Exceptional organization skills
* Detail oriented & accurate data upkeep
* Great interpersonal & communication skills

**Desired Skills:**

* Event planning experience is a plus, but not essential.