



**Job Title:** Student Operations Coordinator- North

**Job Status:** Part-time

**Department:** NextGen Student Ministry- North

**Reports to:** Student Ministry Director- North

**Positions Supervising:** None

**FLSA Status:** Non-exempt

**Summary of Position:**

The purpose of this position is to provide operational support in Student Ministry at the North Campus by coordinating events, overseeing North Student Ministry communications and providing Administrative support to the Student Ministry Director.

**Essential Functions:**

**Coordinate Events**

- Maintain efficient and accurate check-In processes for students and volunteers.
- Ensure new student follow-up processes are well defined and executed.
- Request room and event setups in a timely manner to avoid confusion and scheduling conflicts.
- Engage Volunteers and Staff to ensure student facilities are clean, attractive and well maintained.
- Purchase event materials (including meal supplies) and provide them to appropriate people with adequate time to prepare for events.
- Manage logistics, schedules, and venue/rental contracts for all student events in an excellent manner.
- Upload message and announcement slides into ProPresenter by agreed upon deadlines.

**Coordinate Communication**

- Ensure there is a smooth flow of communication between the CS NextGen team, campuses and support departments. (Facilities, Tech, etc.)
- Provide Ministry leaders with new family information in a timely manner to allow them to follow up with new families.
- Create monthly parent emails through MailChimp to update parents on essential information and upcoming series and events.
- Execute first invite text to new students the following Sunday via google voice.

**Administrative Support**

- Ensure accurate reports and metrics are available for ministry planning and evaluation.
- Maintain accurate and timely information in Ministry platform and student dashboard with proper leader, volunteer and student.
- Ensure Campus calendars are up to date and accurate.
- Support Student Pastor by managing schedules, communications, and task management.

**Desired Qualifications/Skills/Strengths:**

- Bachelor's degree or equivalent college degree preferred
- Previous operational and/or administrative experience in a fast-paced environment
- Team oriented
- Excellent written and oral communication skills
- Strong organizational skills

**Spiritual Criteria:**

- Must have an intimate and growing relationship with Christ
- Must attend and be a commissioned leader at Gateway Church (or be willing to if not currently)
- Model standards and expectations of commissioned leaders at Gateway Church

## Working Conditions and other information

- **Sunday through Thursday** with added responsibilities for holidays and special events as assigned
- **Required Tuesday morning All-Staff meetings unless other agreements have been made with manager prior to employment.**
- **Easter-** all hands-on deck Saturday Eggapalooza & Saturday/Sunday services for all part time & full time regular employees who normally average 20+ hours per week.
- **Christmas-** all hands-on deck for our Christmas services for all part time & full time regular employees who normally work 20+ hours per week

Note: For the first three (3) years on staff regular employees are required to work Christmas and Easter services. After the third year, an employee may request Easter and/or Christmas off once every three (3) years (see holiday policy for more information).

- **Annual All Staff Retreat** - dates subject to change but normally falls on a Monday-Tuesday mid-May.
- **Superbull-** all hands-on deck for Saturday/Sunday services during Superbull for all part time and full time regular employees who normally work 20+ hours per week.
- **Annual All Staff Retreat** - dates subject to change but normally falls on a Monday-Tuesday mid-May.
- **Annual leadership community-** dates subject to change but normally falls on a Friday-Saturday mid-August.
- **Monthly Leadership Community-** each campus will be holding a leadership community once per month. All staff are required to attend the leadership community at the campus they attend. Campus Services should attend Leadership Community at the campus at which they currently lead or volunteer.

*Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Gateway Church, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, sex, age, national origin, disability, pregnancy or any other protected characteristic as established by law.*

*As a religious institution, it is important that all employees of Gateway Church practice the same beliefs of the church. We therefore reserve the right to exercise this bona fide occupational qualification (BFOQ) in determining which applicants are best suited for positions at our church.*

*This policy of Equal Employment Opportunity and the related BFOQ applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions.*