



Job Title: Next Steps Operations Coordinator
Job Status: Part-time
Department: Campus Services- Next Steps
Reports to: Campus Services Next Steps Director
Positions Supervising: None
FLSA Status: Non-Exempt

Summary of Position:

The purpose of this position is to provide operational support in Guest Services and Connections to ensure there is effective communication, clarity and consistency across all campuses. This position will also provide administrative support for the Campus Services Next Steps Director.

Essential Functions

Multi-Campus Events:

- Coordinate multi-campus events and ensure there is a smooth flow of communication between Campus Services, the Next Steps team, campuses and other support departments (i.e. Logistics, Arts, etc.)
- Ensure event materials are purchased and available with adequate time to prepare for events.
- Maintain recurring event templates and processes and modify, as necessary, to ensure they are clearly defined, well communicated and accessible to campus Next Steps staff.
- Responsible for ensuring all room requests and setups are submitted in a timely manner to avoid confusion and scheduling conflicts (both on and off-campus).
- Execute and maintain after-event assessments to be used in preparation for future events.

Administrative Support:

- Ensure Ministry Leaders' calendars are up to date and accurate.
- Produce and maintain accurate reports and metrics to be used for ministry planning and evaluation.
- Ensure Financial records are maintained and presented in a timely manner and reconcile expenditures.
- Provide support for Campus Services Next Steps Director by managing schedules, assisting in various communications, and other tasks.
- Ministry Platform resource and support for the Next Step teams across campuses
- Ensures data integrity and helps with data reporting.
- Maintain and update volunteer pipelines and associated background checks in a timely manner

Processes and Procedures:

- Assist in the development and implementation of new processes and procedures to provide clarity and consistency across ministry areas and campuses.
- Responsible for ensuring processes and procedures are clear, well documented and accessible to ministry leaders at all campuses.
- Ensure budget categories are clear and used consistently across campuses.

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 become a commissioned leader at Gateway Church (or be willing to if not currently commissioned)

- Model standards and expectations of commissioned leaders at Gateway Church

Working Conditions and other information:

- Monday through Thursday schedule with once a month Sunday job responsibilities at varying campuses with added responsibilities for holidays and special events as assigned.
- Required Tuesday All Staff Meeting
- Easter: All hands-on deck for Saturday/Sunday services and events for all part time & full time regular employees averaging 20+ hours per week*
- Christmas: All hands-on deck for our Christmas services for all part time & full time regular employees averaging 20+ hours per week *
***Note:** After an employee's third year on staff, they may request Easter and/or Christmas off once every three years. (See Holiday Policy in the employee handbook for more information)
- Annual All Staff Retreat: Two day All Staff Retreat. Dates are subject to change but typically fall 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 averaging 20+ hours per week
- Monthly Leadership Community Meeting: Each campus will be holding a leadership community meeting once per month. All staff is required to attend the leadership community meeting at the campus they attend. (Campus Services employees should attend at the campus in which they currently lead or volunteer. If they aren't currently leading, they should check with their manager or Executive Pastor, Campus Services)

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.