

## **Job Title: Coordinator 1, College Women (Anderson)**

**Reports to:** Pastor, College

**Employment Status:** Full-time (40 hours or more), Sunday hours required

**Compensation Basis:** Exempt

**Staff Classification:** Ministerial

**Job Purpose:** To provide leadership for Anderson campus college women.

### **Duties:**

*Help oversee College Staff to fulfill vision of Grace College Ministry*

- Assist the campus College Director to manage the College Staff
- Meet regularly with the College Director to create and implement strategy
- Maintain a visible presence in Sundays, Grace Groups, and events

*College Grace Groups*

- Provide strategic leadership and direction under the oversight of College Pastor
- Regularly help lead material for College Grace Group coaches
- Periodically attend and speak at College Grace Group events and kickoffs
- Ensure discipleship for all leaders
- Observe each Sunday afternoon leaders' meeting once a semester
- With staff team, improve college small group student recruiting efforts

*Leadership development*

- Invest in personal discipleship of 2-4 female Fellows and/or Coaches
- Provide a personal connection for female leaders and students
- Provide strategic leadership for Grace College Women's events
- Periodically speak at Grace Retreats, Conferences, or other events
- With staff team, improve college Fellows, leadership, and missions recruiting

*Fulfill general and administrative responsibilities*

- Attend and assist in leading all staff meetings: permanent, College staff, campus, meetings, etc.
- Counsel female students in college ministry
- Fulfill other responsibilities, as needed

*General Ministerial Duties*

- Model Grace Bible Church's mission, vision, values and a lifestyle of personal discipleship at work and in the community
- Grow continually in a relationship with God and in the knowledge of His Word
- Engage in accountability with fellow staff and other believers via small groups, all staff prayer meetings, weekly devotionals, etc.
- Be available to provide ministerial support and care for the church body and staff (including prayer, devotionals, accountability, assisting at funerals and other ministry events, etc.)
- Be available for spiritual counseling (MOD) as scheduled or needed

*Other duties, as assigned*

**Qualifications:**

- Known to be growing in the strong Christian character of an Elder (1 Tim. 3; Titus 1) including healthy marriage/family, as applicable
- Bachelor's Degree or equivalent combination of education and experience
- Experience in general ministry leadership preferred
- Minimum 2 years' experience in this/related field preferred
- Developing leadership abilities with a teachable spirit
- Developing ability to mentor and train less experienced staff and ministry leaders
- Demonstrated skill/giftedness in systems/team management
- Experienced in personal discipleship
- Effective interpersonal and relational skills
- GBC Church member (as soon as practical after joining staff)
- Theological perspective that is grace-oriented
- Committed to the Constitution, Doctrinal Statement, Mission, Values, and Vision

*See GBC Personnel Manual for further information.  
Revised April 2022*