

Job Title: Coordinator 1, Youth Impact Women**Reports to: Minister, Youth Impact****Employment Status: Full-time****Compensation Basis: Exempt****Staff Classification: Ministerial**

Job Purpose: To provide administrative support to the staff, and leaders in Youth Impact; provide leadership, training, and discipleship for the female participants in the ministry.

Duties:*Coordination*

- Oversee the development of the female volunteer leadership team
- Assist in the planning of retreats, events, and programs
- Attend Youth Impact events (meetings, family dinners, camp, etc.)
- Contribute to development and presentation of teaching and training content
- Prepare for weekly meetings, including bible study and discipleship
- Respond to issues that arise among volunteer leaders or students
- Collaborate with other Outreach initiatives within Grace, such as Christmas Co-op, Youth missions partnership, etc.

General Administration

- Financial
 - Administrate Visas of self and others, as necessary
 - Properly submit check requests, invoices, receipts and money
 - Understand and oversee departmental budget
 - Manage petty cash, as necessary
- Communication and Worship
 - Submit Media and Worship Request forms and communicate needs and changes through process
 - Enter events on to Google Calendar(s), following proper protocol and procedures
- Database
 - Oversee all data entry for department and train other members of department
 - Provide information for proper set-up of events and registrations
- Facilities
 - Reserve rooms for events and meetings
 - Ensure proper setup, take down, and clean-up of facilities by training and delegation
- Congregation
 - Serve as primary source of contact between department and congregation, managing phone calls, emails and other inquiries
 - Communicate important dates and events using appropriate Communication Team guidelines
- Personnel
 - Administrate Universal Application (if applicable)
 - Manage out of office dates for department

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
- 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
- Minimum 2 years' experience 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
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