

Job Title:	Downtown Campus Coordinator	Employment Type:	Full Time
Department:	Office/Operations	FLSA Classification:	Non-Exempt
Reports To:	Downtown Campus Pastor	Compensation Type:	Hourly
Location:	Downtown Kokomo Campus	Weekly Hours:	40 hours
Supervises:	Volunteers & Difference Makers	Housing Allowance:	N/A

General Summary of Duties: Support the administrative needs of the Campus Pastor and campus as well as lead the hospitality team. Oversee the needs of the Difference Makers at CDK.

Duties and Responsibilities (includes but is not limited to):

- Carry & cast the vision of Crossroads to staff, volunteers, church members, and the community.
- Support the organization's 6 core values, *Worshiping God is a big deal, All people matter to God, It's ok to not be ok, We are blessed to bless, We become more like Jesus together, & We build faith at home.*
- Oversee the following volunteer positions/teams: Guide, Hospitality, Prayer, Offering, Head Count, Event Planning Coordinator, Baptism Coordinator, Community Outreach Coordinator, Wedding and Funeral, Celebrate Recovery and Celebration Place, and Care Leader for Open Arms.
- Coordinate with teams to maintain a current inventory on all supplies for Thursday evenings and Sunday mornings.
- Assist in coordinating the Sunday experience and meet with the campus pastor weekly to give the pulse of weekend teams.
- Follow up with Sunday morning teams to encourage and invite feedback.
- Attend Core team meetings.
- Serve as CDK phone screening and routing incoming calls and visitors.
- Maintain the calendar for the building; including scheduling of ministry meetings/events.
- Manage various mailings and letters to the Body and community as needed.
- Purchase office supplies, snacks and other miscellaneous items as needed.
- Print publications as needed.
- Coordinate schedules and room usage of community events that will take place at the CDK.
- Manage CDK calendar, and help keep the campus pastor aware of upcoming events and preparation/promotional needs.
- Schedule meetings for the campus pastor with difference makers/volunteer staff
- Create publications, handouts, sermon powerpoint presentations, and other graphics.
- Produce weekly Sunday service email updates, bulletin announcements, and other communications.
- Manage various mailings and letters.
- Balance credit card and petty cash receipts of the campus pastor.
- Other duties as required.

Requirements:**Employment at Crossroads Community Church:**

- Endorses and supports the 10 biblical doctrines professed by Crossroads Community Church.
- Will be a member of Crossroads & fulfills the expectations therein

Position:

- Must be able to handle the demands of meeting people where they are and helping them take their next steps with Christ.
- Must be detail oriented to handle administrative work.
- Must have communication and interpersonal skills to interact with volunteers, community members and vendors.
- Must be able to maintain confidentiality of sensitive information.
- Must have proficient computer skills to use the church's database, run reports, and use various programs.

Education:

- Bachelor's Degree or equivalent work experience is preferred.