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

General Summary of Duties: Oversee the guest experience at the Downtown campus, support the administrative needs of the campus, meet the needs of the Difference Makers.

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

- Carry & cast the vision of Crossroads to staff, Difference Makers, 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.*
- Assist the Campus Pastor in giving oversight to the following volunteer positions/teams: Hospitality, Head Count, Event Planning Coordinator, Baptism Guides
- Coordinate building rentals/usage both internal and external. Maintain a calendar of church happenings.
- Assist with gathering resources and logistics for in-house ministries (i.e. Crash Course, Celebrate Recovery, Celebration Place) and maintain a current inventory on supplies.
- Assist Campus Pastor with communication and connection with community organizations and mission partners (i.e. First Friday, Bridges, Rescue Mission)
- Maintain an up-to-date list of community resources for the disadvantaged.
- Oversee the cleanliness, organization and overall presentation of the downtown campus.
- Assist in coordinating the Sunday gathering and meet with the downtown staff weekly to give the pulse of weekend teams.
- Attend downtown staff meetings and take notes for the team.
- Follow up with Sunday morning teams to encourage and invite feedback.
- Answer incoming calls to CDK. Screen calls and route incoming calls and visitors.
- Manage various mailings and letters to the body and community as needed.
- Purchase office supplies, snacks and other miscellaneous items as needed.
- Print and occasionally create publications as needed.
- Balance Campus Coordinator credit card receipts and petty cash.
- 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.
- Must be present at Sunday morning gatherings with no more than four Sundays absent in a calendar year with the exception of sickness or conferences.
- Must be available for Christmas Eve and Easter gatherings.

Education:

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