



Position Title:	Students Central Coordinator
Hours/week:	25 (part-time)
Reports To:	Woodmen Students Senior Director
Classification:	salaried/non-exempt
Salary:	\$24,050-\$27,300, depending on experience
Benefits:	eligible to participate in 403(b); paid vacation and sick time

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. By supporting Student Ministries administratively, this individual will free up the Student Ministries staff to be able to promote Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Administrates various tasks with the goal of helping Students co-workers conduct ministry in a warm and effective way including maintenance of parent resources, community group data and new student care
2. Supports the Woodmen Students Senior Director (Director) and Woodmen Students team in all manner of office detail; is main point of contact for questions from parents, other staff, etc.
 - a. Handles email communication to parents and MPs
 - b. Carries out Students systems for weekly attendance, new student follow-up and greeting
 - c. Creates and implements Students (all campuses, all student age groups) systems for follow-up, feedback implementation, guest retention, etc.
 - d. Organizes/maintains files for Students; ensures database has accurate information for students and Ministry Partners (MPs) Prepares for/assists with recurring team meetings and one-on-one meetings for Director; ensures Outlook calendar is up to date
 - e. Identifies areas where processes can be improved and helps develop strategies to scale tasks to support the growth of the ministry
3. Schedules internal facilities for Students weekly programming, events, mission meetings, etc.
4. Accurately tracks financials and maintains Students budget, with input from Director
5. Keeps Student Ministries' closet/storage spaces fully stocked, clean and organized
6. Assists Woodmen Students Senior Director as needed
7. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. 3-5 years secretarial experience
4. Experience using computer programs and general office equipment; proficiency in Microsoft Excel
5. Excellent organizational and administrative skills
6. Ability to multi-task
7. Must have a heart for students in grades 5-12
8. Ability to lift and carry, stand, sit, climb stairs
9. Reliable transportation