



POSITION TITLE: Ministry Coordinator – Programming
ACCOUNTABLE TO: Executive Director
STAFF CATEGORY: Exempt, Full-time

SUMMARY: This position is a primary leadership position for Christian Women Connection. The ministry coordinator serves the ministry as a liaison to the national, regional, state and local Christian Women Connection groups while directing specific facets of the women’s ministry program.

SPECIFIC MINISTRY RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Fund-Raising (Christ’s Birthday Observance)
- Program Resources Development (re:Connect)
- Organizational Growth (New Group Development)
- Christian Women Connection Board of Directors and Council member
- Convention Planning
- Staff liaison for Women in Ministry

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE THE FOLLOWING:

- **Envisioning Leadership**
 1. Promote the program, ministry, and goals of Christian Women Connection as developed by the CWC Council.
 2. Work toward and communicate racial reconciliation.
 3. Create and implement leadership training for the CWC Council, national staff, and women at-large.
 4. Ecumenical Leadership.
- **Communications Leadership**
 1. Represent Christian Women Connection at national, regional and state events.
 2. Actively share the vision of Christian Women Connection with the Church at large.
 3. Assist with public relations efforts of Christian Women Connection.
 4. Disseminate information when requested.
- **Ministry Leadership**
 1. Coordinate your ministry responsibilities in partnership with the Executive Director.
 2. Assist in the planning and implementation of meetings and events when requested.
 3. Represent Christian Women Connection at the Convention of the Church of God, national and regional Christian Women Connection conventions, and minister’s meetings, intercultural meetings).
 4. Maintain statistics for assigned ministry areas.

SUPERVISORY RESPONSIBILITIES: FRONT DESK RECEPTIONIST

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

- Ability and willingness to work in a Christian environment.
- Exhibit a strong appreciation and support of Christian Women Connection and the Church of God (Anderson, IN).
- Demonstrate skills in task-organization and attention to detail.
- Demonstrate the ability to be self-initiating in tasks and procedures.
- Ability to handle stress and pressure constructively.
- Ability to relate well to peers and superiors.
- Ability to work independently, yet function as a team player.
- Ability to provide clerical duties necessary to complete specific ministry responsibilities.
- Ability to relate effectively with individuals of diverse ethnic and cultural background.
- Good understanding of contemporary missional issues and strategies for the church, local women's group, and individual involvement.
- Excellent interpersonal skills – comfortable and confident in one-on-one exchanges.
- Excellent computer skills with proficiency in Microsoft Office Suite software.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree required.
- 2 - 5 years leadership experience in Christian ministry.

RELATIONSHIPS

- Assist the CWC Council and executive director in the development and implementation of Christian Women Connection program.
- Maintain quality relationships with all constituencies.

LANGUAGE SKILLS

- Strong verbal and written communication skills.

PHYSICAL DEMANDS – The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT – The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.