

FRIENDS CHURCH

ORANGE CAMPUS COORDINATOR

Part-Time, Non-Exempt
September – December 2022

JOB PURPOSE

To serve the church by overseeing the running of the Orange Campus facility, implementing campus communications, and ensuring the successful completion of all campus events.

ESSENTIAL FUNCTIONS

Some of the primary duties include:

- Oversee the running of the Packing House facility, including building maintenance and safety, scheduling events and activities, overseeing facility-related work orders and budget items.
- Primary liaison on behalf of the church with congregants, facility use requests, lead pastor requests and other email and phone communication.
- Support Lead Pastor/Experience Pastor during Sunday morning gatherings as requested.
- Lead an "Administrative Volunteer" serve team that works to complete administrative tasks and projects for the church and ensures physical coverage of phones and our offices during all business hours.
- Provide coordination for all campus-related events, conferences and activities as needed.
- Manage all MarCom communications systems under the leadership of the Experience Pastor, departmental emails, printing communication pieces (connection cards, Sunday hand-outs, etc.).
- Oversee online scheduling of all campus volunteer teams, maintaining a master volunteer grid.
- Maintain the database for the Orange Campus, including addition of new congregation members, recording spiritual milestones, keeping serve and life groups up to date, and facilitating new visitor follow up.
- Manage Assimilation process, including Connect with Friends invitations and connection card follow-ups.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed.

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff are active attendees of Friends Church.

EXPERIENCE, EDUCATION, AND LICENSURE: Associates degree, Bachelor's degree preferred; with minimum of five-years' experience in an Administrative Assistant position or equivalent experience.

KNOWLEDGE AND SKILLS

SKILLS: Strong proficiency in Microsoft Word, Excel, PowerPoint, Outlook, Google, and the Internet. Good verbal, written and interpersonal communications skills. Effective time management, organizational, leadership and multi-tasking skills. Must be confidential, flexible, accurate and have good follow-up skills. Exercise creativity and sound judgment without close supervision.

ABILITY: Ability to comprehend written and oral information and to express written and oral information. Ability to order information and exhibit both deductive and inductive reasoning skills.

PHYSICAL DEMANDS: *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds.