



Job Description

Position Title: Central Women Coordinator
Reports To: Central Women Director
Status: Part Time, Non-exempt, 30 hours/week with benefits

Campus: All
Office at: Mesa

Position Summary: Provide organizational support and implement overall ministry development of the Central Women's ministry. Create and execute promotion plan for women's events, including manage webpages and social media profiles. This position will include shepherding and developing leaders, as well as creativity and innovation to move the vision of Central Women forward. Dedicated church office hours to be determined. Position requires weekend service participation: attend one service, serve at one service.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

- **Active Central Women Staff Member**
 - Attend weekly team meetings and an active participant in team discussions, goal setting, implementation of programs and opportunities.
 - Represent Central Women well in interactions with ministry leadership teams, servant ministers, Central staff, congregants and the public.
 - Develop relationships with Central Women leaders, servant ministers and women of Central.

- **Coordinate Ministry Support**
 - Oversee Servant Minister process, application accuracy and completion.
 - Create serving opportunities for the women at Central in all ministry areas.
 - Room and van reservations when applicable.
 - Ministry communication follow-up
 - Submit ministry check requests and reimbursements

- **Participate in the leadership and implementation of ministry events, including but not limited to:**
 - Central Women Studies
 - All-Campus ministry events
 - Leadership activities
 - Campus specific events

- **Support the vision and direction of Central Christian Church, Central Women and the Connect Team Ministry**
 - Participate in "all-staff" events at each level.
 - Support all staff duties and functions for Central.
 - Perform other duties as assigned.

Competencies:

- Trust: Demonstrates honesty; keeps commitments; behaves in a consistent manner. Listens to others and objectively considers others' ideas and opinions, even when they conflict with one's own. Treats people with respect and fairness; gives proper credit to others.
- Communication: Communicates openly by clarifying purpose and importance in a positive manner; stresses major points. Keeps the main thing in front of others and uses an appealing style, candidness and humor.
- Decision Making: Able to make appropriate decisions in reasonable time frame; recognizing a wide range of opportunities in the lives of women and determining whether action is needed. Identifies problems and makes the most appropriate decision.
- Initiating Action: Takes immediate action when confronted with a problem or when made aware of a situation. Implements new ideas or potential solutions without prompting; does not wait for others to take action or to request action. Takes action that goes beyond job requirements in order to achieve Central's objectives.
- Personal Growth: Accepts responsibility to grow spiritually, emotionally and intellectually; sets personal goals in order to have understanding of scripture, cultural awareness and maturity in decisions.

Knowledge, Skills and Experience:

- Have minimum three years of ministry or non-profit experience through serving or vocation.
- Have recent team building and team leadership experience in a ministerial or corporate environment.
- Have strong written and verbal communication skills.
- Be an innovator while executing daily tasks with excellence.
- Be proficient in MS Outlook, MS Excel, and MS Word with demonstrated experience using social media.
- Should have knowledge and experience with Adobe Photoshop and provide a digital portfolio.
- Must show evidence of multi-generational cultural awareness and ministerial forums for care and opportunities for women.

Personal Expectations:

- Must align with the vision and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Staff Expectations:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk, sit; use hands to finger handle, or feel objects, tools or controls, reach with hands and arms; climb stairs, balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to twenty-five pounds. Specific vision abilities required by the job include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.