



## JOB DESCRIPTION

**DATE:** February 14, 2019  
**JOB TITLE:** **Campus Coordinator**  
**LOCATION:** Osage & New Hampton Campuses  
**REPORTS TO:** Campus Pastors  
**FLSA STATUS:** Full Time Exempt  
**WEEKENDS:** No

### SUMMARY

The Campus Coordinator is responsible for providing professional administrative and clerical support to the Osage and New Hampton Campus Pastors and will establish and maintain efficient administrative services that allow for a responsive, service-oriented environment. The Campus Coordinator will also provide support and assist in leader development for various ministries at each campus including but not limited to: First Impressions, Care, and Local & Global Missions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties, in addition to these, may be assigned.

- Support and assist Campus Pastor in the administration of his duties.
- Manage and maintain the Campus Pastor's calendar with understanding of Campus Pastor's primary focus and prioritizing requests for his time accordingly.
- Receive and screen communications for the Campus Pastor, including telephone and email, and provide assistance and direction using independent judgment to determine those that require priority attention.
- Manage projects and task lists for ministry programs, systems and initiatives such as Fellowship One, Connection, Volunteer Training, Baptism, Care, etc.
- Provide administrative support such as creating documents, photocopying, organizing, filing, opening and sorting mail, sending letters/packages, etc.
- Handle sensitive and/or confidential documents and information where judgment and discretion are essential.
- Coordinate, write, and distribute correspondence and responses for the Osage & New Hampton Campuses.
- Maintain a high degree of confidentiality, discretion, tact, oversight, and flexibility to protect the reputation of PLC and promote the mission of PLC.
- Greet and receive church attendees and the public with a customer-service oriented attitude in person, via email, and over the phone answering questions and directing to appropriate information.
- Introduce and promote opportunities for new and existing attendees to connect to the Osage and New Hampton Campuses.
- Provide support and direction for the First Impressions ministry for the Osage and New Hampton Campuses.
- Ensure office is supplied with necessary supplies. Order supplies as needed, working within budgetary boundaries.
- Responsible to coordinate Care at the Osage and New Hampton Campus, via deploying chaplains and distributing Care Cards/benevolence cards.
- Assist with communication projects including bulletins, seasonal brochures, etc.

- Assist in calendaring, scheduling, and communications requests for the Osage and New Hampton Campuses.
- Coordinating and placing individuals into small groups at the Osage and New Hampton Campuses.
- Responsible for coordinating weddings, funerals, and events at the Osage and New Hampton Campuses.
- Event organizing and administration including, but not limited to, events such as Volunteer Celebration, conferences, classes, meetings, Next Steps, and campus potlucks.
- Provide support for the local and global missions team.
- Manage the facility schedule, needs, building keys, and security systems.

### **SUPERVISORY RESPONSIBILITIES**

Supervises the part-time custodian at the Osage and New Hampton Campuses.

### **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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- High school diploma required.
- Clerical training and/or experience in an administrative support role.
- Experience working with volunteers and/or customer service experience is helpful.

### **LANGUAGE SKILLS**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write routine reports and correspondence. Ability to speak effectively before groups. Ability to effectively communicate verbally with church members, vendors, and other employees of the organization, using proper grammar without dialect or slang.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

### **OTHER SKILLS AND ABILITIES**

- Proficient in the use of Microsoft Office (Word, Excel, Publisher, PowerPoint, and Outlook).
- Proficient in technologies such as Facebook, Twitter, blogs, texting, and willing to learn new technologies as they become useful.
- The ability to maintain confidentiality and work with sensitive information is paramount.
- Ability to meet deadlines, remember important details, and routinely complete assigned tasks.
- Ability to work efficiently and effectively in team situations is critical, as well as the ability to work independently.
- Must possess solid time management skills and organizational abilities with the ability to set priorities, multi-task and meet deadlines. The ability to wear many "hats" simultaneously is desirable.

### **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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. The building is multi-level with a set of stairs. It is a nonsmoking environment.

**COMMENTS**

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved by Supervisor \_\_\_\_\_ Date \_\_\_\_\_