**Position:** **Ministry Coordinator at the Deerfield Campus**

**Reports to:** Deerfield Campus Pastor with secondary supervision by Director of Administrative Services

**Hours:** 25 hours per week (salaried)

Monday & Thursday – 9:00 am – 3:00 pm; Tuesday & Wednesday – 9:00 am – 1:00 pm

Sunday – 9:00 am – 12:00 pm

**Job Summary:** The Deerfield Campus Ministry Coordinator will support and equip all ministries at the Deerfield Campus (Ex. Children, Sunday morning worship, youth ministry, mission/serving, social justice, adult formation, etc.). As a part of this work, they will also perform administrative and organizational tasks to support the Lead Pastor, Deerfield Campus Pastor, Director of Administrative Services, Director of Children, Families and Welcoming, and Coordinator of Youth and Serving Ministries.

**Primary Responsibilities:**

* Communicates and engages with all ministries at the Deerfield Campus to provide ongoing support.
* Casts the vision/mission/core values of Kingswood Church and helps to align all Deerfield Campus ministries toward that vision/mission/core values.
* Assists the Director of Children, Families, and Welcoming with Deerfield Children’s Sunday School, other Children Ministry needs, and hospitality needs at the Deerfield Campus.
* Primary staff person for the 50’s PLUS Ministry across both Deerfield and Buffalo Grove Campuses.
* Provide leadership and administrative support for all Deerfield campus events.
* Coordinate details and logistics for annual staff and leadership retreats.
* Provide administrative and organizational support to the Lead Pastor, Deerfield Campus Pastor, Director of Administrative Services, Director of Children, Families, and Welcoming Coordinator of Youth and Serving Ministries, and other church staff and leadership.
* Maintains church calendar and room reservations and communicates to appropriate staff and church leaders.
* Maintains any files, warranties, and miscellaneous information specific to onsite needs at Deerfield.
* Coordinates worship flowers/plants/palms for both campuses in partnership with the Coordinator of Communications and Director of Administrative Services.
* Onsite facility contact and support at the Deerfield Campus.

**Qualifications Required:**

* College degree preferred and 3-5 years of previous church ministry experience or in a like environment.
* Strong skills in recruiting and equipping volunteers
* Experience with training, recruiting, and supporting volunteers.
* Self-motivated, reliable, and able to work independently as well as with teams and staff.
* Deadline oriented, multi-task skilled, highly motivated. Professional demeanor and ability to handle confidential information required.
* Excellent organizational and communication skills (verbal and written).
* Proficiency in Word, Excel, PowerPoint, and Microsoft 365; must be adept at learning different computer programs and business systems.
* Strong organizational and administration skills

**Qualifications Preferred:**

* College Bachelor or higher degree
* Teaching Experience

**Job Conditions/Physical Requirements:**

* Part-Time (salaried).
* Attend core, program, and full staff meetings.
* Ability to work evenings and weekends as needed.