



## West Covina Campus Coordinator Job Description

**Dept/Ministry:** West Covina

**Supervisor:** Executive Director of Administration

**Work Hours:** Full Time- 40 Hours a week

**FSLA Status:** Non-Exempt Hourly

**Staff Category:** Min

### UNIQUE ROLE

The West Covina Campus Coordinator will work with the Campus Pastor and Campus Staff to organize and execute ministry, activities and events. They will also oversee office operations and provide administrative support as necessary.

### CORE COMPETENCIES NEEDED

The core competencies needed for successful fulfillment of job responsibilities are listed below.

- **Team Player:** A team player values his/her coworkers and works collaboratively with them to achieve organizational goals.
- **Administrator:** An administrator plans, organizes and executes procedures that accomplish the goals of the ministry and position his/her team for maximum effectiveness.
- **Customer Focus:** An individual with customer focus seeks to welcome, serve, support and effectively resource customers.
- **Project Manager:** A project manager oversees a project and creates and maintains an environment that guides the project to its successful completion.

### PRIMARY AREAS OF RESPONSIBILITY

Primary areas of responsibility include, but are not limited to the following:

- Be the Campus Pastor's "go to" helper.
- Lead and/or assist in preparations for major ministry activities, initiatives, and events.
- Maintain and update the West Covina Campus calendar, and schedule necessary rooms.
- Submit requests as they relate to the West Covina Campus, including purchase requests, check requests, facilities requests, communication requests, and printing requests.
- Assists Campus Pastor in recruiting team members for various roles on the campus.
- Assists in scheduling Team Members
- Works with Centralized Teams Leads to make certain that service elements are met each weekend.
- Answer phones; place and screen calls, if requested; respond to emails.
- Be the campus database champion.
- Collect offering and distribute to finance.
- Retrieve mail and distribute accordingly.
- Organize and care for the West Covina Campus office area.

## **ONGOING EXPECTATIONS**

- Live out CCV's Church strategy by engaging in a lifestyle of worship, community and serving.
- Live out the CCV Staff Values in relationships with other staff, congregation and community.
- Empower volunteer Team Members by developing an Ephesians 4:12 culture in your ministry areas resulting in a high level of engagement.
- Serve at CCV Holiday Events and Special Events (e.g. Easter, Christmas, etc.). This might mean a change in your weekly schedule so that no overtime occurs.
- Intentionally mentor and/or coach all volunteer Team Members towards increasing levels of responsibility and leadership.
- Establish Objective and Key Results (OKR's) for your ministry areas.
- Maintain a balanced work schedule, working with CCV HR Team to keep track of vacation days, sick days, days off, make-up days, personal days etc.
- Maintain flexible working schedule as determined by the needs of the ministry.

## **QUALIFICATIONS**

- High School graduate with at least a B.A. in business administration or the equivalent in work experience.
- Must have the ability to run large events and possess a working knowledge of Google Drive and the Microsoft suite.
- Must be a team player with a positive attitude.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by a teammate 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:

- Stand, sit, walk and stoop, kneel, crouch or crawl.
- Climb, stairs and ladders
- Use hands/fingers: to handle or feel, operate, activate, use, prepare, inspect.
- The employee in this position frequently communicates with team members on staff as well as non paid staff and vendors. They need to discern and convey, and exchange information.
- See: detect, determine, identify, recognize, judge, observe, inspect and estimate.
- The employee must frequently lift and/or move up to 20 pounds.
- Taste/Smell: Occasionally must be able to detect, distinguish and determine taste and/or smell during event where there is food.

## **WORK ENVIRONMENT**

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

- Moderate noise (i.e. business office with computers, phone and printers, light traffic).
- Ability to work in a confined area as well as an open office.
- Ability to sit at a computer terminal for an extended period of time.
- Typical church environment large and small group gatherings that include loud music.
- On the road and in traffic while commuting to other campuses.

It is required that all CCV staff members are in agreement with the vision, values and doctrine of CCV and adhere to the guidelines and conditions for employment as outlined in the Employee Handbook.

It is a privilege to serve the Lord in ministry at CCV. Those who serve God at CCV are expected to embrace a high biblical standard of personal conduct and lifestyle both public and personal.