

Next Steps Coordinator

Role Type: Part-time | 10-14.5 hrs/wk

Department: Next Steps

Reports To: Director of Next Steps

Overview

The Next Steps Coordinator is an essential member of the Next Steps team and will assist the Director of Next Steps with the organization, execution and follow-up of Next Step processes at The Bible Chapel.

Responsibilities

- Champion and embody The Bible Chapel's mission of developing followers of Jesus Christ through the Next Steps ministry
- Manage Membership workflows (i.e. new member/member exits) and own all assigned tasks (i.e. database updates, membership box assembly/mailers)
- Manage Next Step workflows (i.e. SG Interest, DTBC Follow-Up, Team TBC form/follow-up, SGI follow-up, LG Next Steps) and own all assigned tasks
- Assist with scheduling of congregant meetings with appropriate Next Steps Director and/or Next Steps serve team member
- Help develop and maintain accurate Team TBC serve opportunities info to support in getting congregants connected to the best opportunities for them
- Support reporting process/cadences developed to measure ongoing/overall SH TBC engagement
- Manage, order, organize, and maintain all Next Steps ministry supplies
- Maintain accurate record of Next Steps serve team in PCO
- Provide administrative support for Next Steps ministry EVENTS (i.e. member events, team trainings):
 - Attending meetings as needed
 - Submitting FMX requests/scheduling
 - Creating and submitting print requests for materials (i.e. next steps cards, signage)
 - Effectively using InDesign to create printed materials as needed
 - Assisting with mailings, event registration, rosters, attendance
 - Coordinating with Special Events teams to assemble materials as needed
 - Ensuring printed materials are completed and placed on time
 - Assisting with day of event support (i.e. setup, clean-up)
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts

Administration, Hospitality, Encouragement, Discernment

Skills

The ideal candidate would be a mature believer in Jesus Christ and in agreement of the belief and teaching of The Bible Chapel. The candidate must be a team player who is process and people-oriented with impeccable organizational, customer service, and problem-solving skills. They must be an all-star administrator with written/verbal communication skills – with an emphasis on congregant, volunteer and staff interactions

*This Job Description is subject to change at management's discretion.