



## **JOB DESCRIPTION**

<b>Title:</b>	Mobilization Team Coordinator
<b>Department:</b>	Mobilization
<b>Reports To:</b>	Global Outreach Lead
<b>Pay Status:</b>	Full Time Hourly Non-Exempt - 40 Hours

**General Summary and Objective:** Responsible for coordination and project management of Mobilization programs and events by developing and implementing communication plans and systems for vision advancement, in order to inspire and equip our church body to live out their calling to live and love like Jesus.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Coordinate priorities with Local Outreach, Global Outreach, On-line Campus, Church Planting and future Kingdom Initiatives. Will also function in a highly connected way with the Missional Living Team
- Work with Global Outreach Team, after initial mission trip details are determined, to put logistics into place and be a primary contact for trip participants; learn and operate trip management system (Focus Missions); oversee trip budgets, meet with trip leaders and/or participants as they prepare to depart on their trips
- Work with the Local Outreach Team, after initial local event details are determined, to coordinate efforts with community partners, communication and follow-up, manage logistics around each event or function
- Provide administrative assistance for Executive Director and Mobilization Leads.
- Coordinate Outreach-focused church events, such as Outreach focused weekend services and other mobilization efforts
- Collaborate with other Crossroads departments to integrate Mobilization/Outreach related DNA, efforts and priorities into other ministry areas
- Coordinating in-house initiatives, such as School Supply Drive, Affordable Christmas program, Presents for Partners, and similar type projects with staff and volunteers.
- Create and execute promotional strategies for the various Outreach events by working with other staff members and leadership teams to determine the best means and the various outlets
- Coordinate regional church planting efforts as directed by the Church Planting Team

### **Additional Responsibilities:**

- Update and maintain the Mobilization portion of the Website in collaboration with the Missional Living Lead
- Assist in Mobilization Departmental calendar planning and goal setting
- Attend and participate in all-staff, department and administrative meetings
- Additional duties as assigned

**Requirements (knowledge, skills, abilities, education, etc.)**

- Fully committed follower of Jesus Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Highly organized
- Must have effective communication skills, both written and verbal
- Demonstrated capacity to lead and administrate
- Bachelor's degree or equivalent experience in the field of expertise.
- Experience preferred in event or project coordination efforts
- Proficient with Microsoft Office 365 (Excel, Word, Outlook)
- Aptitude for learning additional software knowledge i.e., InDesign, and website updates, form building software

**Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk, use hands and fingers, and reach with hands and arms. Ability to lift up to 20 pounds, moving tables, etc. around for set up for events.

**Position Type/Expected Hours of Work**

This position is full time, 40 hours a week. Flexible hours are needed to accommodate ministry programming needs. A typical work week is Monday-Friday 8:00 AM - 5:00 PM, with occasional weekends and evenings when events/programming require.

**Travel**

This position may include travel to conferences or training that are associated with this position.

Created: August 26, 2021

*The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.*