



## **Student Ministries Coordinator**

### **CPC Vision**

To boldly extend the invitation Jesus makes to us, to everyone.

### **Overview**

The Student Ministries Coordinator will support the work of the Student Ministry team. This is an administrative position requiring strong organizational abilities and communication skills. The Student Ministries Coordinator will be successful when effectively managing all the administrative tasks associated with the Student team's ministry programs. This position will report to the Pastor of Student Ministries.

### **PRIMARY RESPONSIBILITIES**

- Work with Student Ministries team and Communications team to manage all ministry communications (i.e. weekly/monthly emails & texts, brochures, mailers, CPC Life print magazine, announcements, newsletters, website info)
- Set up and manage all registrations processes for camps, retreats, programs, and events
- Assist with trip departure check-in for camps and events
- Manage Planning Center Online (PCO) database for Student Ministry team in order to maintain clean data; engage in PCO training as needed and represent the team in PCO meetings; train team members on elements of PCO as needed
- Participate in Student Ministries team meetings, providing notes that help to create clear action steps and takeaways
- Manage room requests, set-ups, and building needs for the Student Ministries team
- Work with Pastor of Student Ministries to manage department budgets and communication around budgets for the team
- Manage volunteer process in PCO from the start of program year registration throughout the year, including but not limited to: needs, interest, recruitment, signs-ups, background checks, and reminders
- Participate in the set up and preparation for Wednesday night programming
  - Coordinate communication with volunteers
  - Organize logistics of the night
  - Help set up check-in process

### **OTHER DUTIES**

- Participate in and attend weekly Student Ministries staff meetings
- Meet regularly with Pastor of Student Ministries for development, encouragement, feedback, and accountability
- Attend CPC staff meetings and other staff events/retreats as determined by the Pastor of Student Ministries

- Maintain working knowledge of department storage areas, the contents, organization and re-ordering as needed

### **MINIMUM REQUIREMENTS**

- Actively pursuing a relationship with Christ
- Alignment with [CPC mission, values and statement of faith](#), and [ECO Essential tenets](#)
- Proactive communicator, collaborative spirit, and team player
- Confident self-starter and multi-tasker
- Aptitude for prioritizing tasks in order to complete projects
- Relational and people skills
- Strong organization skills with an attention to detail
- Ability to engage students, parents, and adults in authentic, relational ways
- Willingness to learn and be flexible with change
- Working knowledge of Microsoft Office (Outlook, Excel, Word)

### **PREFERRED REQUIREMENTS**

- Bachelor's degree
- Experience with Planning Center Online (PCO), CPC's database system
- Basic understanding of vocational ministry
- Commitment to make CPC your home church and faith community

### **PHYSICAL REQUIREMENTS**

- Ability to sit, walk and/or stand for extended times.
- Ability to occasionally lift, carry and/or move 10-25 pounds.
- Ability to perform tasks involving keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

**POSITION REPORTING:** The Student Ministries Coordinator reports to the Pastor of Student Ministries.

**HOURS:** This is a part-time, non-exempt, hourly position, approximately 20 hours a week.

*This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested.*

For further information, or to submit a resume and cover letter, email or mail to:

[employment@cpcedina.org](mailto:employment@cpcedina.org)

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