

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 Director 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)
- Organize 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
- Submit and manage room requests, set-ups, and building needs for the Student Ministries team on the PCO Calendar
- Oversee the 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

- Meet regularly with Director of Student Ministries for development, encouragement, feedback, and accountability
- Participate in and attend weekly Student Ministries staff meetings
- Attend CPC staff meetings and other staff events/retreats as determined by the Director 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 talk to and hear a large group of students
- Ability to occasionally lift, carry, and/or move 10-25 pounds
- Ability to perform tasks involving a keyboard and computer monitor, requiring ability to grasp and utilize finger dexterity and visual acuity

POSITION REPORTING: The Student Ministries Coordinator reports to the Director 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

Christ Presbyterian Church
HR Team
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