

**Position:** Student Ministry Coordinator

**Ministry Area:** Students

**Reports to:** Student Director

**Status:** Full time

**Supervises:**

**Purpose**

The Student Ministry Coordinator is a central ministry support role responsible for serving as the Central admin, event planner/coordinator, and resourcing location student ministers to execute weekly student gatherings. This position will also include key responsibilities on all projects that will include big events centrally, point person for all communication needs and both church-wide/student ministry initiatives across all Eleven22 locations.

**Job Requirements and Experience**

- 3-5 year's administrative or clerical support experience for a large team or department
- Strong communication skills both written and verbal
- Excellent organization and prioritization skills
- Ability to build effective individual and team relationships
- Ability to manage multiple priorities and projects at one time
- Have strong computer skills, proficient in Microsoft Outlook, Word and Excel and have the ability to learn and use new computer software on an as needed basis.

**Required Competencies and Skills**

- Ability to develop priorities with the right balance of short and long-term wins
- Demonstrated ability to build effective organizational relationships/partnerships
- Strong leadership abilities; sound judgment and above reproach character
- Strong computer skills; proficient in Microsoft Outlook, Word, Excel, and preferably Basecamp
- Ability to work with database information (CCB)

**Key Responsibilities**

- Assist in calendaring of Student Director, Student Team, and all student ministry events through the church database.
- Point person for all communication needs to include print, digital, and web communication.
- Manage, develop, and execute Eleven22 Students Social Media plan & strategy.
- Actively update and manage Student Ministry metrics that include weekly attendance of students, serve staff, next step decisions, and growth percentages.
- Actively work towards improving the student ministry's processes and systems at all locations.
- Work with support ministries [Ops, Hospitality, SFORM, Comm.] to execute student ministry initiatives at all locations throughout year.
- Lead projects in student ministry happening at all locations throughout the year such as Parent Gatherings, Saturated, Winter WKND, Mission Trips, Serve Staff Retreat, and Summer Camp.
- Assist in managing the budget across all locations for the student ministry.
- Support in the planning and executing of church-wide ALL SKATE events to include the ONE INITIATIVE, Easter, Beach Baptism, Saturated and Christmas.
- Assist in retaining serve staff by creating community, discipleship, and care for serve staff.

**Measurements of Success**

- Model the Church of Eleven22's mission, vision, and core values
- Create disciple-making disciples
- Anticipate and provide for the needs of Student Ministry
- Successful events at all locations
- Meeting project deadlines
- Location Student Ministers being able to focus solely on their specific location's service execution, events, onboarding of serve staff, and care of serve staff.