

Next Gen Coordinator

Role Type: Part-Time | 24-29.5 hrs/wk

Department: Next Gen

Reports To: Pastor of Next Gen

Overview

The Next Generation Coordinator is an essential member of the Next Gen Ministries team. Their role is to help all things done through the Next Gen Ministries (56-Young Adults) run efficiently and accurately. From event planning and communication to task assigning and note-taking, the Next Generation Coordinator ensures All Next Gen Ministries of the Chapel are organized and detailed.

Responsibilities

- Champion and embody the Bible Chapel's mission of developing followers of Jesus Christ through Next Gen Ministries of the Chapel
- Provide administrative help and guidance with all Chapel Students' and Young Adult's events by:
 - Attending meetings as needed
 - Helping with event registration
 - Managing any communication needs
 - Attending events (conferences)
 - Oversee execution of Bible Chapel Communication plans
 - Fill out any FMX requests needed for events
- Provide administrative support to the Next Gen Team by:
 - Overseeing PCO (inputting new student information, assigning students to correct groups and pathways, and assigning leaders to correct groups)
 - Running attendance reports and input data into appropriate locations (PCO, REALM, Teams)
 - Providing organization to weekly Next Gen Staff meetings (Take notes)
 - Ensuring printed materials are completed on time
 - Managing/upkeeping the Chapel Students' and Chapel YA's Calendar (FMX, Teams, PCO)
 - Reconciling and reporting Next Gen Ministries budgets (both Annual and Event Specific)
- Oversee all Next Gen Ministries communication by:
 - Gathering lists of intended audiences through PCO and REALM
 - Proofreading any material being communicated through written media
 - Scheduling times for communications to be sent
 - Responding to all communication
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required
- Other responsibilities as assigned by Supervisor

Spiritual Gifts

Administration, Discernment, Encouragement

Skills

The ideal candidate would be a mature believer in Jesus Christ and in agreement of the belief and teaching of The Bible Chapel. Candidate is a disciple maker who has a passion for seeing students and families come to know Jesus. Must be proficient in Microsoft Office and willing to be trained in Planning Center and REALM. They must be a team player with excellent written and verbal communication skills with problem solving capabilities. They must also have great attention to detail, time-management skills, and process-oriented. A Bachelor's Degree is preferred but not required.

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

