



POSITION: Innovative Ministries Coordinator (*updated January 2024*)

REPORTS TO: Director of Innovative Ministries

PURPOSE STATEMENT

To help people live Jesus-centered lives by supporting Innovative Ministries.

EMPLOYMENT STATUS & HOURLY REQUIREMENTS: Full-Time, 40+ Hours Weekly

POSITION RESPONSIBILITIES

- Provide significant project management support for Innovative Ministries
- Build and maintain systems, processes and procedures to maximize Innovative Ministries initiatives
- Act as customer point of contact for some Innovative Ministry initiatives and provide excellent customer service and support
- Oversee and execute customer onboarding and configuration of a software
- Test software to ensure data accuracy
- Demo software to potential customers
- Provide administrative support to the Director of Innovative Ministries
- Other duties as assigned

REQUIREMENTS AND QUALIFICATIONS

- Passion for a local church focused on reaching a local community
- Honors and models the Staff Code values of Hungry, Healthy and Humble and teaches/coaches others to do the same
- Loves Jesus, submits to the truth of the Bible, lives with integrity, and strives for Jesus-centered living
- Commitment to the Statement of Faith of Grace Fellowship through partnership
- Knowledge of Excel and willingness to learn new programs/software
- Excellent external-facing people skills
- Flexibility and the ability to work with a variety of people

POSITION EXPECTATIONS

- Provide an excellent customer experience and support to be measured through feedback surveys