

Ministry Coordinator

Send resumes and inquiries to admin@coloradocef.org

SUMMARY

Ministry Coordinators work closely with volunteer Club Leaders to ensure all clubs within their chapter are thriving as well as supporting the Local Director in helping the chapter grow and improve.

DETAILS

- Compensation: Determined by available funds, size of area, number of clubs, and experience
- Hours: 5-20 hours per week depending on the area's need and the coordinator's availability
- Work schedule is flexible and primarily from home with some periodic local travel needed to visit clubs and meet with volunteers

KEY RESPONSIBILITIES

- Equip and coach Club Leaders to help them in recruiting, training and supporting their volunteers
- Cultivate strong relationships with volunteers and donors within your chapter fostering a healthy ministry environment
- Support Local Director in recruiting, fundraising, and starting new clubs and partnerships

ADMINISTRATIVE

- Ensure all operational details of clubs are maintained such as tracking attendance, submitting forms, etc.
- Coordinate with central admin on any operational details that need to be maintained
- Some level of technological skill (email, digital troubleshooting, excel, word etc.) is a significant plus

The Ministry Coordinator's goal is to not "steal" ministry away from club leaders and volunteers but to provide the resources and relationships they need to thrive in their role.

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COLORADO

CHANGING

ETERNITY

ONE CHILD

AT A TIME