

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Coordinator	Type Of Position:	Hours Per Week <u>N/A</u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u>X</u>	
Department: Ministerial & Evangelism	Part Time _____	Exempt <u>X</u>
Reports To: Departmental Director	Intern _____	Nonexempt _____

POSITION SUMMARY:

Assist the Ministerial and Evangelism Director in coordinating the details of the day to day responsibilities along with the leadership training events and evangelistic crusades. Provide support for our local conference directors and constituents in the area of leadership training, personal growth, and evangelism.

SCOPE OF RESPONSIBILITY:

- Screen and respond to telephone calls, emails, faxes, etc. in a timely manner.
- Manage calendar, itineraries, etc. for director.
- Place orders for training resources, materials, gifts for L.E.A.D events, evangelism training events, crusades, etc.
- Process orders for training resources as needed.
- Assist director in the preparation of various committee agendas. Attend various meetings and perform recording secretary functions.
- Make travel/lodging accommodations for speakers of various meetings.
- Coordinate and define details of each training event and evangelistic series; overseeing registration, develop and plan with committees, advertising, location contracts, physical logistics.
- Serve on various committee's within the Southern Union territory.
- Accepts various speaking engagement within the Southern Union territory.
- Communicate updates, coordinate and oversee responsibilities of the Departmental Administrative Assistant.
- Communicate updates and events to Conference Ministerial Directors and local pastors.
- Performs other related duties as assigned by director.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's Degree Preferred
- Minimum of two years of successful experience in related field

KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

Sound knowledge of basic office computer applications such as Word, Excel, etc. Must possess customer service and organizational skills. Knowledge and experience in event planning, both large and small.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

PHYSICAL REQUIREMENTS:

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

WORKING CONDITIONS:

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours