

Section Community Central Operations Coordinator

SECTION COMMUNITY CENTRAL OPERATIONS COORDINATOR ROLE DESCRIPTION

The Section Community Central Operations Coordinator uses his/her operational, logistical, and communications skills to ensure administrative and operational effectiveness and excellence in the Section Community ministry, and to support well-led, highly relational ministries that position Section Communities and volunteers to powerfully experience the love of Christ.

RESPONSIBILITIES

Oversee Section Community Administrative Needs

- Build a culture defined by love and unity, conveying the message of Christ
- Assist in tracking strategic goals/targets, budgets and key initiatives for Section Communities
- Follow up with new contacts received from Getting Started, chcc.org, and the Welcome Center
- Partner with internal teams and volunteers to ensure events run smoothly and effectively and foster a welcoming environment
- Coordinate and enter reservations for all Section Gatherings in Event Management System (EMS)
- Communicate Section Gathering schedules and updates to internal ministry areas
- Schedule, attend and organize logistics for monthly Section Operations Coordinator Huddle
- Manage and submit expense reports and check requests with receipts to Operations Director for approval

Support Section Community Operations Coordinators, Maintain Vendor Relationships and Build Volunteer Teams

- Train Section Ops Coordinators to effectively plan and execute Section Gatherings, Worship Center connection time, and outreach events
- Communicate logistics, huddle notes, church-wide updates and weekend event details to Ops Coordinators
- Order food for each on-campus gathering, review and confirm vendor contracts, communicate details to communities and volunteers, and ensure delivery is scheduled
- Manage on-campus Section Gatherings on weekends to confirm all event space is set up correctly, food is delivered, and audiovisual needs are working properly; and be available for each community team
- Provide administrative support to the overall Section Community ministry and each individual community
- Build, oversee and mobilize volunteer teams that are able to provide central administrative support to the Section Community ministry as well as event support on Saturdays and Sundays

Ensure Accurate, Timely Response to Communication Requests

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Embody other-centered, servant leadership in all interactions

Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and uphold the four commitments of active membership
- Join and be a regular, active participant at weekend services and in a Section Community
- Serve at church-wide and ministry all-hands-on-deck events (Examples: Christmas and Easter services, etc.)
- Accept and uphold CHCC's Essentials of Our Faith

POSITION TYPE: Part-Time; 20 Hours; Non-Exempt