

Role Description

# Local Missions Operations Coordinator



CHERRY HILLS  
COMMUNITY CHURCH

## LOCAL MISSIONS OPERATIONS COORDINATOR ROLE DESCRIPTION

The Local Missions Operations Coordinator supports the Manna ministries at Cherry Hills Community Church, administrating all operations and volunteer development within Manna Care; he/she also partners with the Director of Local Missions to fulfill the church's vision to extend the love of God out in mission by providing direction and support to our ministry partners and other local missions initiatives.

## RESPONSIBILITIES

Model a Growing and Vibrant Relationship with Christ

Demonstrate Commitment to Cherry Hills Community Church

Provide Strategic, Effective, Inspiring Support for Local Missions Staff, Partners and Volunteers

Facilitate Manna Care Program

Recruit, Train, and Supervise High-Impact Volunteer Teams

Provide Administrative Support to Local Missions Director

Organize and Support Local Ministries

Manage Ally Programs for Manna Connect

Manage Budget At/Under Allocation

Ensure Accurate, Timely Response to Communication Requests (Phone or Email)

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

**POSITION TYPE:** Full Time, Exempt

**HOURS PER WEEK:** 40+

**SUPERVISOR:** Local Missions Director

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MINISTRY:  
Local Missions