

Local Missions Operations Coordinator



LOCAL MISSIONS OPERATIONS COORDINATOR ROLE DESCRIPTION

The Local Missions Operations Coordinator is responsible for providing operational support to Manna Care, Winter Shelter Network, Manna Connect, and other local missions ministry initiatives and programs. This role is a physically active role supporting highly relational ministries that position guests and volunteers to powerfully experience the love of Christ. He/She prepares and participates in ministry activities through ensuring guests are well-served and participating in the life of the ministry.

RESPONSIBILITIES

Facilitates Manna Care Setup and Tear down

- Set-up/tear down volunteer room for Monday/Tuesday huddles
- Assist in set-up of Hospitality area and support Hospitality Team with building, furniture, serving (coffee/igloos of ice water/cups), and volunteer staffing needs
- Lead set-up/tear down of Manna Care market for volunteers and guests, including Monday volunteers and Tuesday market serve
- Attend, support and co-lead devotional and prayer times with Monday/Tuesday volunteer team huddles

Conducts Administrative Responsibilities for Local Missions

- Provide administrative and logistical support for all Manna Care and Manna Connect events, sharing the love of Christ to those in need.
- Assist in CCB volunteer calendar creation, serving rotation lists, and active status; weekly data entry for volunteers, guests, guests served and poundage; material printing and distribution for Manna Care
- Provide administrative market support, ensuring team has needed supplies to function
- Provide administrative and logistical support for other Local Missions events as schedule permits.
- Assist Local Missions Operations Lead in executing Local Missions service opportunities such as Love Extended, Spring Event, Thanksgiving Event, and Christmas Event

Recruit, Train, and Co-Lead Volunteers for Manna Care

- Active volunteer recruitment and support of ongoing volunteer recruitment
- Co-lead devotional and prayer times with Tuesday volunteer teams
- Manage outside volunteer group mobilization
- Instill Cherry Hills values regularly by sharing testimonies, celebrating wins and encouraging bible reading
- Participate in leading and inspiring volunteer teams to build personal relationships with guests

Support Operations for Winter Shelter Network (WSN)

- Work alongside WSN volunteer coordinator to ensure volunteer coordination and logistics are set up for success
- Attend monthly WSN Coordinator meetings
- Report on WSN metrics by working with Manna Resource Center
- Organize and develop communications to guests and volunteers

Local Missions Operations Coordinator

MINISTRY:
Local Missions

Support for Manna Resource Center, namely bi-monthly Manna Connect Gathers

- Perform initial setup for food distribution at Gathers for leaders and childcare
- Actively promote Manna Connect program and recruit allies
- Support and/or participate in MRC Gathers, Retreats and Graduations as time permits

Oversee daily Manna Care operations in the Absence of the Local Missions Operations Lead and/or Local Missions Director

Assist with Food Inventory, Management, Collection, Storage and Merchandising

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

- Manage phone calls, email, voicemail, and communication requests in a timely, thorough manner
- Demonstrate professionalism, discretion and service-orientation in all interactions

Perform Other Duties and Tasks as Assigned

Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

Demonstrate a Commitment to Growth

- Receive and apply training and development from the Local Missions Director
- Attend department and All-Staff meetings

WHO WE ARE

We're a vibrant church of everyday people who come together in many ways – in exploring and learning about faith, in raising kids and strengthening marriages, and in discovering the fullness of life God desires for each of us.

At our core we are all about love.

- Love Expressed – which is all about God receiving the worship He deserves.
- Love Experienced – that's all about helping you grow in experiencing the love of God.
- Love Extended – which is all about extending the love of God out to those who need it most in mission.

WHO YOU ARE

You Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and a daily (or almost daily) Biblical engagement
- Embody other-centered, servant-leadership in all interactions
- Reflect Christ's heart for reaching the spiritually lost

You Demonstrate Commitment to Cherry Hills Community Church

- Pursue church membership and live out the four commitments of active membership, which are wholehearted worship, daily Bible reading and reflection, pray for and pursue friendships with those who don't know Christ, and 3P giving (priority, percentage, and progressive)
- Be an active, engaged participant at weekend services and involved in community
- Serve at church-wide, all-hands-on-deck events (Examples: Christmas & Easter service, etc.)
- Accept and uphold Cherry Hills' Essentials of Our Faith

Local Missions Operations Coordinator

MINISTRY:
Local Missions

SUPERVISOR: Local Missions Director

POSITION TYPE: Part time, Exempt

HOURS PER WEEK: 28 Hours

SALARY RANGE: \$21,082 - \$31,623

BENEFITS: Paid Vacation and Sick