



## ***Valley Community Baptist Church Job Description***

# **Valley Simsbury Ministry Coordinator**

**Location:** Valley Simsbury

**Purpose:** The purpose of the position is to coordinate and support the operational aspects of Valley Simsbury. The Ministry Coordinator accomplishes this by coordinating with central services, completing administrative tasks, and assisting the pastor and VS staff to continuously improve ministry processes and systems. This is a part-time position.

### **Candidate Attributes and Qualifications**

To be effective in this role, a successful candidate will be a growing, committed disciple of Jesus Christ. Candidates must be Evangelical and Baptist in convictions, and ascribe to Valley's Affirmations of Faith, Constitution, and Member Covenant.

The candidate should possess many of the following core gifts, passions, and qualifications:

1. A lifestyle that is increasingly marked by mission, discipleship, and a vibrant faith walk with Jesus.
2. A positive attitude and professional demeanor.
3. Excellent project coordination skills.
4. Organized, dependable and efficient; works ahead and pays attention to details.
5. A self-starter.
6. Naturally evaluates and improves systems and processes to make them more effective.
7. A team player with strong interpersonal skills.
8. Excellent communication skills, both oral and written.
9. Pioneering spirit; excited to innovate and implement new approaches to ministry.

### **Ministry Responsibilities**

#### Coordinate with Central Services

1. Meets with Valley Simsbury staff weekly to identify central service needs related to ministry calendar, communication, finance, care, information technology, and administrative aspects.
2. Communicates and coordinates needs with central service personnel at Valley Avon, and manages task list and progress.

## Administrative Responsibilities at Valley Simsbury

1. Manages office supplies, and communicates issues or needs with IT staff (such as computer or printer issues).
2. Answers office phone and responds to voice messages.
3. Collaborates with the Valley Simsbury Admin (at Valley Avon) to monitor and manage VS calendar, emails, background checks, KidSafe process/approvals, requests for payment, and other tasks.
4. Collaborates with the Communications Team to write promotional and communication text for printed and digital platforms (examples: website, social media, email, and printed material).
5. Maintains wall calendars and visible printed/posted communications at Mill Pond.
6. Collaborates with the Valley Simsbury Welcome Team coordinator and Admin to manage guest connections and follow-up.
7. Carries out other related tasks as directed by the Valley Simsbury pastor.

## Evaluate and Implement New Systems

1. Assists the pastor in evaluating and discerning new administrative systems.
2. Assists in the coordination and implementation of new systems and processes.

## **Key Working Relationships**

1. Reports to the Valley Simsbury Pastor.
2. Coordinates ministry with Valley Avon central services.
3. Collaborates with other Valley Simsbury staff.

## **Other Details and Important Information**

Exempt: No.

Status: Part-time (18 hours per week)

Date: June 25, 2024

Posted by: Valley Simsbury Pastor

### **Employment At-Will**

All employees of Valley are at-will, and as such, are free to resign any time without reason. Valley, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will continue for any period of time.

### **How to Apply**

If you are interested in this position, please download and fill out the Valley job application form (on the Employment page on the website). Email the application and a cover letter to Valley Simsbury Administrative Assistant Gail Brundage at [gbrundage@valleycommunity.cc](mailto:gbrundage@valleycommunity.cc).