

Next Step Assistant Coordinator
FLSA Status: Non-Exempt
Reports to Assistant Pastor (Next Step Ministries)
Grade II (\$11-17 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

This position on the Next Step team supports the Assistant Pastor (Next Step Ministries) in the strategy and execution of ministry events and processes. Works with Next Step leadership to plan and execute recruitment, growth, and training events throughout Next Step Ministries. This role assists in the weekly support of all adult groups and group leaders. Helps develop and execute effective communication and social media strategies.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message* (2000 edition).

ESSENTIAL DUTIES

- Works with Next Step leadership to help plan, coordinate, and execute Next Step ministry events throughout the year. (app. 60%)
- Assists in the weekly support of all adult groups and group leaders. (app. 25%)
- Helps develop and execute effective communication social media strategies for the Next Step ministry. (app. 15%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

EXPERIENCE

- A minimum of 2-3 years of experience in Christian ministry.
- And/or minimum 2-3 years of experience coordinating groups/teams.

REQUIRED SKILLS

- Good communication and organizational skills.
- Self-driven, detail-oriented approach to work.
- Understands social medial strategies and utilizes it on regular basis.
- Computer proficiency and an ability to quickly learn new programs.
- Ability to relate to the general public; having a friendly and engaging personality.
- Must have good judgment, temperament, dependability and professionalism.

PHYSICAL DEMANDS

- Must be able to lift up to 25 pounds.
- Sitting, standing for long periods of time, hearing, finger dexterity, and talking.

WORKING CONDITIONS

- 100% indoors