

church life coordinator

NEW CITY
FELLOWSHIP

New City Fellowship is seeking to hire a church life coordinator.

Skill Set:

- friendly and winsome with people.
- a self-starter who can push projects forward.
- brings events together and projects to completion.
- works collaboratively with other team leaders & volunteers.
- able to stay positive and calm under pressure.

Responsibilities:

- recruiting and organizing volunteers for various ministries & projects.
- collaborate with ministry team leaders to advance ministries.
- manage church's online presence & communication with congregation.
- other responsibilities as assigned by pastor depending on skill set.

Requirements:

- growing faith in Jesus Christ.
- member or becoming a member of New City Fellowship.
- commitment to NCF's vision, mission & values and desire to see church grow.
- three references (manager, church leader, church co-volunteer).
- well-liked and displays love for others.
- flexibility in schedule for meetings with leaders.

Reports to:

Lead Pastor

Compensation:

for 10-15 hours per week, starting range is \$18-\$22 an hour based on experience.

Email resume and questions to:

JOBS@NEWCITYHH.COM

www.NEWCITYHH.com