



# Ministry Operations Coordinator

## CONTACT

**Phone:**

717.866.5704

**Email:**

[pastorjoe@newbeginningsgrace.org](mailto:pastorjoe@newbeginningsgrace.org)

**Address:**

430 E Lincoln Ave

Myerstown, PA

## PROFILE

A highly organized candidate who is a "people person" and can help manage volunteers and build processes and pathways for growing ministries. The right fit will be an excellent communicator and will have a strong sense of initiative and motivation.

## EXPERIENCE

The experience necessary for this position could come from a large variety of backgrounds. If the candidate is able to express and demonstrate the necessary "core skills" we will be flexible in our requirements.

The right candidate will not be a "novice" in the faith, but someone who has spent time following Jesus and faithfully studying God's Word

## EXPECTATIONS

This position is about building and creating ministry infrastructure and processes in a growing church.

**The primary focus will be children's ministries to begin with, other projects as assigned.**

The position requires managing, training and recruiting volunteers.

This position will be a key part of helping grow the church culture and assisting

Our church is very "tightly knit" and the right candidate will share our core convictions and be willing to be a part of the Charis Fellowship of churches and join New Beginnings Church as a member.

We are asking for a minimum 3 year commitment to this position.

The right candidate will be a trustworthy person, who meets the deacon qualifications from Scripture.

This position will require 40-45 hours per week.

We are serious about ongoing education and development, and want a team member who shares that mindset

## SKILLS

Proficient with computers and various planning softwares for team and volunteer management.

Skilled at multiple forms of communication: Mass email, personal email, church announcement, etc.

Has a love and desire to serve in ministry and has some experience with children's ministry.