



CARE COORDINATOR

Reports To: Care Director

PURPOSE:

To assist the Care Director and the Care Program by providing organized, effective communication, administration and clerical support with the highest standard of excellence.

RESPONSIBILITIES AND DUTIES:

- Exemplify warmth and care for all people through all forms of communication and contact including phone, email, texting, social media and person to person.
- Help with the clerical needs by making copies, coordinating events, ordering supplies as needed.
- Schedule church calendar dates, rooms and verify police schedule for the Care Program.
- Works closely with Care Director in marketing all Care Program events to our church and community.
- Make sure all registration processes are in place and functioning properly.
- Oversees all activities related to Care night including video equipment readiness, room reservation and set up.
- Manage GriefShare mailings.
- Purchase supplies and curriculum as needed.
- Organize and schedule classes.
- Manage and update files as needed.
- Support Hospitality Team and Care Coaches as needed.
- Participate in church sponsored activities assisting the Care Program as directed.
- Acts as a point of contact for potential Care program attendees.
- Attend Care Program meetings as directed
- Any other responsibilities as directed.

QUALIFICATIONS:

- Disciple of Jesus Christ. Modeling the love for the Lord in the way you talk to others and in the way you behave.
- Must have leadership ability.
- Must be cooperative, considerate, and a good communicator.
- Maintain confidentiality.
- Must be highly organized and administrative.
- Must be an independent worker and a self-starter.
- Have a positive and outgoing personality.
- Neat and orderly in appearance.
- Loves people and enjoys helping others.
- Must have a humble heart.
- Knowledgeable in current computer programs such as Word, Excel, etc.