

STARTING POINT COORDINATOR/DIRECTOR

JOB DESCRIPTION

PURPOSE:

The Starting Point Coordinator/Director is responsible for overseeing all administrative aspects of the campus ministry, shepherding Starting Point leaders, and assisting with strategic project management needs for the Starting Point ministry.

PROFILE:

The profile of a Starting Point Coordinator should be a blend between people and task-oriented traits. She or he should also have one or more of the following spiritual gifts: leadership, administration, discernment, teaching, or pastor/shepherd.

QUALIFICATIONS:

- A student of culture
- Seminary training a plus
- Confidence in guiding highly-competent leaders
- Judicious time management and multitasking expertise
- Proficiency with Microsoft Office suite and database management skills

RESPONSIBILITIES:

Administration (55%)

1. Manage campus phone and email correspondence and inquiries.
2. Manage group assignment system and database entry.
3. Set up, manage, and speak at member and leader orientations.
4. Complete purchase orders, expenses, and file maintenance.
5. Maintain Starting Point hallway, room design, artwork, and supplies.
6. Manage campus marketing of Starting Point.
7. Provide ministry statistics for leadership team.

Shepherd Leaders and Groups (25%)

1. Meet with two leaders per week for encouragement, coaching, accountability, and equipping around our five Leader Essentials.
2. Monitor the health and effectiveness of Starting Point groups.
3. Interview Starting Point leader prospects.
4. Support campus monthly huddles and leader-training events as needed.

Project Management (20%)

1. Assist with strategic projects as needed.