



Ministry Coordinator Job Description

The Ministry Coordinator is a part-time position that is responsible for a variety of support tasks for Hope's key ministries, including Hope Groups, Kids, Youth, and First Impressions. A primary focus of this role will be the management and updating of the Hope Church database for use across and within ministries. This role is a salaried position and will start around 15 hours per week.

Primary Responsibilities

- Serve as the owner of the Hope Church database including contacts, events, meetings, groups, and lists.
- Provide ongoing support to Hope's ministries, primarily Hope Groups, Kids, Youth and First Impressions.
- Format, print and order materials for a variety of ministries, including printed materials for weekend services.
- Support ministries with volunteer scheduling for weekend services and ministry-specific events
- Coordinate the Hope Church calendar and support ministry events as needed

Qualifications

- Proven database management experience; knowledge and experience with Planning Center or similar CMS is preferred
- Knowledge of office management systems and procedures
- Working knowledge of general office equipment (Copier, printer, etc.)
- Proficiency in the MS Office Suite
- Excellent time management skills and the ability to prioritize and self-direct
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills

Thriving at Hope Church

Hope Church is a non-denominational church in Oconomowoc, Wisconsin. Hope Church is focused on reaching the unchurched in the Lake Country area and beyond. You can learn more about Hope at <https://hopelakecountry.com/>.

People who love working at Hope:

- Relentlessly pursue Hope's vision of creating a church that attracts and engages the unchurched
- Practice servant leadership
- Take responsibility for results
- Prioritize personal health (emotional, relational, spiritual, physical etc.)

To Learn More

Qualified candidates can submit a resume to Hope Church at admin@hopelakecountry.com.