



MINISTRY COORDINATOR OF GROUPS & FORMATION

Department: Discipleship

Reports To: Executive Director of Ministry

Hours/Week: Up to 19 Hours/Week

FLSA Status: Hourly, Non-Exempt

Schedule: Sunday–Thursday, some evenings

Job Class: Ministry Coordinator

Benefit Eligibility: Not Eligible

Location: UPC Main Campus

Pay Range: \$20 to \$21 per hour

SUMMARY

The UPC mission is: We are a family of communities joining Jesus to transform our lives and the lives of neighbors at the University of Washington, in our neighborhoods, and all around the world.

This position supports the ministry of UPC’s discipleship pathways with a focus on Groups, formation, and membership. This position primarily assists with administrative tasks, coordination of events, and execution of vision.

RESPONSIBILITIES

- Attends department and UPC staff meetings.
- Participates in corporate worship at UPC.
- Equips congregants to effectively through recruiting, training, and communicating.
- Regularly maintains and updates social media accounts, & coordinates promotion of departmental events with the Communications department.
- Coordinates administrative tasks for discipleship ministry:
 - Calendar coordination.
 - Data entry.
 - Document creation.
- Manages room reservations and set up needs for ministry programs and special events.

- Manages database needs (with Database Administrator) including data input, organizing information, and reports.
- Prepares and processes reimbursement requests.
- Other duties as assigned.

QUALIFICATIONS

- Deep and growing faith in Jesus Christ and a theology consistent with the mission of UPC. Has read and understood the Essential Tenants and agreed to support them in the work they do at UPC.
- Cross-cultural competency and awareness.
- Minimum of 1 year experience.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Teams).
- Familiarity with social media outlets.
- Work well with a team but also able to work independently and creatively.
- Able to multi-task in a fast-paced environment.
- Demonstrated high level of verbal, written, and interpersonal communications skills.
- Ability to grasp the big picture and put the details in motion.

PHYSICAL REQUIREMENTS

- Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.
- This job is regularly required to sit, use hands to handle or feel, and talk and hear.
- Energy and enthusiasm for a varied work schedule (late nights/early mornings), including Sundays.