



JOB POSTING

## Family Team Operations Coordinator [Livermore]

### JOB SUMMARY

The Family Team Operations Coordinator provides leadership as they identify and develop a team of volunteers to give support, and oversight to critical systems and functions for the CF Kids and CF Youth teams. They will ensure issues and challenges are taken care of efficiently and excellently. Working with and under the direct supervision of the Livermore Family Pastor and in coordination with other CF Family team members, offer direction, organization, and support for an innovative, effective, creative, well-organized ministry to parents, kids, and students at Cornerstone Fellowship.

## JOB DUTIES AND RESPONSIBILITIES

### Equipping

- Identify and invite a team of volunteers to provide administrative and operational support in various ways for the CF Kids & CF Youth ministries.
- Communicate/demonstrate the value of being an "equipping-minded leader."
- Equip, care for and support volunteers as they serve

Ministry

Family Team

REPORTS TO

Family Pastor

JOB STATUS

Part Time

### Communication

- Primary distributor for all CF Family communication to parents, leaders, and kids/youth
- Coordinate with the CF Communications team for coordination of print, digital and website resources.
- Oversee the efficient use of Mailchimp and Central as key platforms of communication.
- Coordinate with Family Ministry Pastor to ensure a cohesive and effective communication strategy for ongoing and one-time events.
- Oversee the CF Family contribution to the CF Livermore Social Media platforms.

DATE WRITTEN

March 2022

### Budget

- Support the CF Family Pastor in managing the CF Kids, Middle School, and High School Budgets.
- Participate in the yearly budget creation process.
- Support the CF Family Team in making good purchasing decisions based on current budget data.
- Responsible for all financial entries related to the CF Family team including check request for payments and entering receipts for reimbursement.

### Events and Programs

- Support CF Family events and programs through supply ordering/purchasing.
- Assist with Budget Planning for events and programs.
- Coordinates all admin, registration, and hospitality aspects of special events, trips, and other Family Team programs.

### Operational Support

- Work with other ministries such as Finance, Production & IT as needed to accomplish CF Family Team goals and objectives.
- Oversee CF Family Facility maintenance requests for repair or improvement.

- Submits necessary rooms, resources and vehicle requests as needed to support CF Family ministry programs and events.
- Support the CF Family Team by being the Primary Central Database Champion. (running reports, tracking data, check-in setup, etc...)

### **Supplies**

- Oversee CF Family supplies and supply levels.
- Ensure CF Family Team utilizes a streamlined and effective supply ordering, receiving, and storage process.
- Oversee CF Family Storage spaces.
- Oversee the monthly order of supplies for regular programs and special events.
- Responsible for downloading monthly and one-time digital supplies from various online sources (Orange, Amazon, etc)

### **Teams and Meetings**

- Regular meetings with the CF Family Pastor.
- Assist the CF Family Pastor with coordinating larger team meetings/gatherings as needed.
- Assist Family Pastor with Family team offsite events as required.

## **JOB SKILLS AND REQUIREMENTS**

- A teachable spirit and eagerness to learn and grow
- A team player who values cooperation and involving and equipping others
- A self-starter and willingness to work hard with excellence
- Effective computer skills
- Ability to handle money responsibly
- Flexibility as ministry demands shift
- Know their limitations
- A sense of humor
- A growing edge: always learning from books, others, and difficulties
- A concern for those who are far from Jesus
- Acceptance of others, even in disagreement
- Ability to communicate with and relate to people of all ages
- Demonstrates consistent Christ-like behavior, treating others with dignity, respect and compassion with humility and integrity.
- Complete understanding and agreement with Purposes and Doctrinal Statement of Cornerstone Fellowship
- Should be a Follower of Jesus as supported by a signed statement of faith from Cornerstone Fellowship.
- Will have regular attendance in ministry and worship at Cornerstone Fellowship.
- Will demonstrate regular and timely attendance in the workplace