



Job Description

Position: CompassNational & CompassGlobal Coordinator – TBD
Reports to: Pastor of CompassNational & CompassGlobal – Rick Pierson
Schedule: Part-time (1,200 hours per fiscal year; est. 24 hours/week) / Hourly, Non-Exempt
Weekends scheduled as needed

Employment

Classification: Coordinator (C)

Weekly Responsibilities:

- Responsible for the general administration support of the Pastor of CompassNational/Global.
- Establishes and implements communication and relational support of supported missionaries and partners.
- Ensures hosting and hospitality for visiting missionaries and partners.
- Oversees CompassNational & CompassGlobal website and social media.

Monthly Responsibilities:

- Ensures church-wide communication of all CompassNational & CompassGlobal ministries.
- Sends missionary newsletters to attendees desiring to receive updates monthly.
- Reviews and oversees monthly disbursements.

Additional Requirements:

- Oversees and promotes annual CompassNational & CompassGlobal Conferences and additional contributing events throughout the year. Oversee Missionary Annual Report Summaries.
- Responsible for recruiting, logistics and finances of short-term teams.
- Connects inquiring congregants to ministry opportunities.
- Provides support for CompassNational/Global interns.
- Reviews grant applications.
- Ensures schedule, hosting and hospitality for visiting partners.
- Maintains updated information on all missionaries.

Additional Responsibilities:

- Attend weekly campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church within 12 months of employment.
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.