

Position	Care Coordinator <i>Care Resources & Refuge</i>	Date	October 2017
Status	PT (20+ hrs) Hourly Coordinator		

Requirements	
Experience:	Project coordination, computer skills (proficient in Microsoft Office; Adobe InDesign and Pro-Presenter is a plus), database management, organizing & communicating information, administrative support. Must be able to lift 10-30 lbs. along with repetitive lifting, bending, reaching, walking and standing for several consecutive hours in a week.
Education:	High School Diploma equivalent required, post-hiring Covenant Partnership
Natural Talents:	Attention to Detail, Computer Aptitude, Synthesizing Information, Organizing Materials, Work Independently, Working with Others.
Spiritual Gifts:	Administration, Helps, Hospitality

Responsibilities	% Time
Care Administration Support	55%
Provide administrative support (room reservations, design materials, registration, scheduling, communication, data base entry, record keeping, phone calls, immediate one-time needs (food, gas, money), etc. for care ministry. Purchase groceries as needed for Refuge.	
Ministry Project Support	13%
<u>Funerals</u> - Provide administrative support for WHC families who have lost someone. Manage room reservations, check requests, designing program, scheduling needed HR for service (pastor, audio, video, musicians) coordinate food for reception, providing on-site facilitation, and other duties as assigned.	
<u>Project Home</u> -Provide administrative support for WHC volunteers who are partnering with Project Home to provide overnight shelter at the church up to two months per year. Manage room reservations, check requests, scheduling and providing on-site facilitation for evenings, and other duties as assigned.	
Assist with recruiting, scheduling and coordination of volunteers with assigned ministry support projects.	
Refuge Event	27%
Provide on-site coordination of events/gatherings/trainings for Refuge ministries. Providing hospitality support (food, drinks, welcoming environment, collection of money, set up, clean up, etc.).	
General	5%
Participate as an active member of the church staff, attending meetings, maintaining internal communications and paperwork and responding to questions as needed.	

Relationships
<ul style="list-style-type: none"> Supervised by Care Associate Pastor Work as a team member on Care Team Participate as a Covenant Partner