



LIFE CENTER

TRANSFORMING COMMUNITIES

LIFE CENTER COORDINATOR | COMMUNITY PROGRAMS

Department : Ministry Environments

Direct Report : Life Center Director

Position : Full-time

PURPOSE OF POSITION:

To support the Life Center Director in developing, promoting and implementing the Life Center ministries which focus on ministering to the community as a whole while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Education and experience that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Self-motivated, not needing micromanagement yet love to do life as a team
- Ability to work with people, building teams, promoting teamwork, and delegating responsibility
- Ability to recruit, motivate, and equip staff and Serve team members
- Ability to create, develop and train leadership
- Ability to evangelize and disciple

RESPONSIBILITIES:

- Oversee the Food Bank, managing Serve team members, and assisting clients as necessary
- Oversee Senior Connections, managing Serve team members, and assisting clients as necessary
- Revise Senior Connections main goal, with the goal of serving seniors "in distress"
- Create and oversee the Life Center army, missional followers looking to use their giftings in the community outside of normal service opportunities
- Manage and connect with all guest groups that utilize the facility of the Life Center - assisting them with communications, building usage, etc.
- Assist the Life Center Director and running all community events (i.e. Let's do Christmas)
- Assist in the recruitment, communication, and training of new Serve team members
- Assist the Life Center Director with day-to-day operations and logistics
- Provide financial and other information reports as required
- Be available when pastoral care needs arise at the Life Center
- Meet regularly with the Life Center Director for ongoing development and coaching

COMPENSATION:

To be discussed during interview process. Position is eligible for full benefits.