RESONATE CHURCH

Send Serve Project Coordinator

Vision

The Send Team exists to cast vision for, support, and empower Resonate sites in the sending out of our church body. To do this well, we depend on a network of volunteers who have a recognized desire to see those at their site being sent out. The role of the Serve Projects Coordinator is to develop, implement, and oversee strategies and resources for Serve Projects network wide.

Job Responsibilities

Leadership and Supervision
- Developing and caring for a team of volunteers to help optimize their role in sending students on Serve projects.
- Subject matter expert to apply proper Send best practices.

Role Specific Areas of Responsibility
- Lead in the vision for serve trips across the network.
- Facilitate the creation and overseeing of training for Serve projects.
- Coach leaders and project plan for Serve projects
- Maintain existing and develop new partnerships for serve projects.
- Working with sites, develop opportunities for growth in projects across all Resonate sites that benefit not just the students serving on project but also helps the receiving site gain traction in their city and/or on their campus.

Collaboration
- Bring the Send team's system to the Resonate network and make it easily accessible.
- Understand how to manage projects, meet deadlines and achieve results with a team.
- Keep volunteers focused on the project at hand and effectively delegate results not just tasks.
- Curate data for the network to make decisions.

Knowledge and Opportunity
- Stay informed on current industry trends and tools that could be applied.

- Seize Send ministry opportunities to help the network succeed and produce tools for other churches.

Expectations

Education
- Must have a bachelor's degree.

Experience
- Two or more years experience in ministry.
- Ministry related past.
- Strategic planning.
- Project management.
- Cross functional business experience.

Communication Skills
- Excellent communication skills in both verbal and nonverbal form.
- Send sensitive and important information down the line and to pertinent parties.
- Must be able to communicate effectively to stakeholders and higher level leadership within the network.
- Needs to communicate in a way that is: clear, concise, convincing, easy-to-understand, and tailored to meet the audience at hand.

Computer Skills/ Google Sheets/ Software
- Must be highly proficient in google sheets and other google suite programs.
- Be able to create visually and verbally engaging presentations and reports.
- Must be able to find or create new data visualization tools.

Interpersonal Skills
- Comfortable working in a collaborative setting.
- Self motivated and proactive.
- Superior problem solving skills.
- Be able to work on multiple projects at once and finish them for tight deadlines.
- Positive can do attitude.
- Demonstrate calmness and composure.

Leadership/People Skills

- Exceptional leadership skills.
- An ability to inspire, lead, and improve a group of people under a common vision.
- Influence organizational leadership and executives.
- Likable, approachable, and relatable to volunteers.
- Must be able to inspire trust amongst team, committee, and church.

Report to: Send Director

Coordinate with:

- Collegiate Leadership Team
- Project Managers
- Central Services Teams

Team:

- Send Director
- Send Coordinators
- Send Volunteers