



Job Description Multisite Coordinator

Reports to: Campus Pastor

Status: Part time

Principle Function:

The Multisite Coordinator is responsible for supporting and collaborating with the central church leaders to facilitate unified ministry efforts at the multisite campus. On a weekly basis the Multisite Coordinator will assist the campus pastor with administrative work.

Specific responsibilities include:

- Work alongside the Campus Pastor to fulfill the vision and goals of the multisite.

Administrative Responsibilities:

- Prepare and manage ministry calendar items, facility requests, and event logistics.
- Reconcile receipts and assist in budget tracking
- Prepare communication materials including emails, reminders, announcements, and training outlines.
- Oversee check-in systems and track attendance.

Leadership & Relational Responsibilities:

- Collaborate with the central staff for the recruitment, training, placement, and retention of volunteers.
- Assist the Campus Pastor with volunteer group huddles on Sundays.
- Maintain consistent communication with central staff ensuring volunteers are informed of upcoming needs, schedules, and expectations.
- Assist in the planning and execution of volunteer appreciation events, team gatherings, and ministry training.
- Work with ministry staff to assess volunteer needs, strengthen leadership pipelines, and support cross-ministry teamwork.
- Collaborate with other church leaders to facilitate unified ministry efforts at the multisite campus.

- Read and follow all guidelines, procedures, and policies set forth in the Employee Handbook.
- Perform all other duties as assigned by the Campus Pastor.

Workplace Culture

- An aggressive mindset. (“go-getter” for the kingdom)
- A faithful spirit. (strong personal faith in Jesus)
- An innovative approach. (creative problem solving)
- A relational heart. (commitment to people over programs)
- An excellent work-ethic. (passion for raising the bar)

Signature_____ **Date**_____