

CHURCH AT VIERA

Job Description Form



CHURCH AT VIERA

Job Title: Local Impact Coordinator	
Reports To: Executive Director of Impact	Date Approved: 04.07.26
Type of Position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

PURPOSE OF POSITION

To mobilize the Church at Viera for local impact by recruiting, training, and leading the leadership team (Crew) while overseeing the operational health of the ministry. The Local Impact Coordinator will balance "people-first" leadership with "process-driven" management, ensuring that event logistics, financial resources, and decisions align with the ministry's vision for community transformation.

JOB RESPONSIBILITIES

- Work closely with the Executive Director of Impact to empower the Impact Ministry Crew (Coaches, Team leaders, crew members)
- Lead crew members to ensure effective teamwork, assigning tasks, setting goals and project evaluation
- Collaborate with ministry leaders with Church at Viera to integrate local impact into each ministry department
- Manage local impact ministry's budgets annually, and monthly for current year spending and forecast future spending
- Build relationships with community organizations and local partners
- Assimilate crew members to serve with our local partners and track in our discipleship pipeline
- Recruit and develop leaders for Local Impact, CAV Cares and Campus Care Team
- Provide leadership support with CAV Cares and Campus Care Team
- Streamline communication for event planning and ministry engagement and effectiveness

EDUCATION

- High School Diploma
- Bachelor's degree preferred

EXPERIENCE

- Experience in a church or ministry preferred
- Previous office work or training preferred

SKILLS

- A vital and growing personal faith in Jesus Christ
- Align with the vision, mission, and values of Church at Viera
- Knowledge of Microsoft office products and general database applications
- Working knowledge of general office equipment
- Ability to plan, prioritize, and manage multiple tasks
- Ability to work independently to accomplish tasks without direction
- Ability to deal with problems efficiently and effectively while maintaining good working relationships

Job Title: Local Impact Coordinator

Reports To: Executive Director of Impact

Date Approved: 04.07.26

- Excellent communication skills (phone, written, and in person)

EXPECTED HOURS OF WORK

Schedule Expectations: Sunday—Thursday, with occasional evening and weekend duties

CAV hosts several large events (All Hands on Deck) throughout the year. These events are mandatory for all staff.

STAFF VALUES

1. Gospel First - Lead with the hope of Christ
2. Jesus Perspective - Look for those in the margins
3. Contagious Passion - Set the tone and the pace
4. Be Authentic - Be honest with yourself and each other
5. Willing Sacrifice - You before me
6. Believe Best - Cultivate trust through optimism
7. Take Ricks - Grow stronger through failure
8. Equip Leaders - Greater impact through multiplication
9. Extreme Ownership - All in for CAV's mission
10. Compassionate Conviction - Sharing truth and giving grace with a loving spirit
11. Bring Joy - Don't forget to have fun
12. Be Unified - Bring people together