

CHURCH AT VIERA

Job Description Form



Job Title	Service Programming Coordinator	
Reports To	Service Programming Director	Date Approved: April 26, 2023

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

The Service Programming Coordinator serves as an essential administrative and leadership support role for the Service Programming department and its volunteers. This person will work closely with the Service Programming Director to help coordinate and prepare for Sunday services and special events, providing day to day office support in achieving department goals, and other various administrative tasks. They will also serve as a resource to new volunteer members joining the team, providing information and support as needed.

ONE SENTENCE JOB DESCRIPTION

Assist Service Programming Director with administrative and leadership support.

JOB RESPONSIBILITIES

- Provide leadership support for all Sunday services and special events.
- Assist in the leadership of volunteer members for encouragement and support on a regular basis.
- Help with the onboarding process of new volunteer members.
- Help coordinate and prepare for rehearsals, events, and services.
- Track and report Worship music & Production related licensing information.
- Provide hospitality to volunteers (food, environment, encouragement, etc.).
- Provide leadership support to and coordinate the Church at Viera Baptism process.
- Meet with Service Programming director on a regular basis.
- Maintain regular onsite office hours.

EDUCATION

High school graduate or equivalent required; Associate degree preferred.

Job Title	Service Programming Coordinator	
Reports To	Service Programming Director	Date Approved: April 26, 2023
EXPERIENCE		
1 year administrative experience required; experience working on a church staff preferred		
SKILLS		
<ul style="list-style-type: none">• Must be a Christian and fully support the philosophy of Church at Viera and its leadership team.• Ability to lead (leadership development, empowerment, affirmation, direction, evaluation, recruitment, soul care)• Ability to plan, prioritize, and manage multiple tasks.• Ability to work independently to accomplish tasks without direction.• Ability to work cooperatively in a team environment.• Proficiency in office software, internet applications and Planning Center Services.• Working knowledge of general office equipment• Strong communication skills• Highly organized and detail-oriented• Highly relational		