



Title: Local Engagement Coordinator
Department: Mobilization
Reports To: Local Engagement Lead
Pay Status: Full Time / Hourly /Non-Exempt

General Summary and Objective: The Local Engagement Coordinator helps people live and love like Jesus by coordinating, supporting, and providing administrative assistance for Crossroads Local Engagement teams, programs, training, and events.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide support, communication and coordination for Advocacy Teams that operate within Local Engagement, such as the Glenwood Kids Team, the Unity and Reconciliation Team, etc. (Currently there are 7 functioning Advocacy Teams.)
 - Coordinate with Advocacy Team Leaders about upcoming events
 - Schedule Advocacy Team meetings and oversee all calendaring for AT's
 - Train team leaders and members on Church Center app and the church database if applicable
 - Assist in recruiting, training and leading volunteers to develop and lead events, trainings and projects
 - Prepare updated budget for each team for monthly meetings
 - Catalog and organize meeting minutes from each team
 - Be available to be involved with Advocacy Team meetings as needed
 - Communicate with the LE Lead consistently on challenges and successes within each team
 - Schedule Monthly Advocacy Team Leader Meetings with LE Lead

- Provide administrative support for the Agape Team (benevolence), including learning and using the Charity Tracker program and the Crossroads database, maintaining the active applicants list and maintaining digital and print files.
 - Keep track of workflows with Neighbors in the church database
 - Record status and updates of Neighbors in the database including notes, payments made, stage in our Agape process, etc.
 - Request checks to be processed for Neighbors with the Finance Team
 - Ensure Shepherds are updating their interactions with their assigned Neighbor
 - Interact with Neighbors as needed to maintain administrative processing in a timely manner
 - Input approved pledges with utilities companies as needed

- Coordinate Local Engagement events, such as church wide events (Affordable Christmas, School Supply Drive (Summer), Love Our City, etc.) Advocacy Team

sponsored events (Foster Parents Night Out, Unity Concert, etc.) or other events or service teams as needed (disaster response, Blood Drives, Home repair projects, etc.)

- Assist in forming additional volunteer event coordinating teams that will work under and with Advocacy Teams (Starry Night, International Potluck, etc.)
- Track involvement in all events and maintain a list of all volunteers who show affinity toward a people group
- Maintain the Local Engagement Calendar and integrate with church wide calendaring
- Book necessary spaces and resources
- Create registrations and check-ins in Crossroads database
- Coordinate with respective advocacy team leaders and partners to plan logistics and details of events
- Request promotion from Communications Team
- Ensure set up and tear down of events and promotions
- Collect and file local outreach stories from the congregation and make them readily available for use by the Communications Team
- Create and execute promotional strategies for integrating Local Engagement and Mobilization collaboration with other depts. (Encounter, fundraising for Camp Alive, Advocacy Team Leader Gatherings, etc.)
 - Coordinate with departments and Advocacy teams to determine the best means and the various outlets for promoting the event
 - Communicate about our shared programming needs and expectations
 - Work with volunteer coordinating teams from formation through execution of the event
- Utilize the church database to create and manage forms, schedule rooms and resources, and take attendance for events
- Update Local Engagement webpages and any print promotional pieces
- Assist in maintaining Local Engagement budget
 - Process receipts and invoices, track spending, review and compare monthly ledger statement, and submit any changes to accounting for reconciliation.
 - Track spending for Local Engagement and each Advocacy Team
 - Provide monthly expenditure reports for each Advocacy Team
- Collaborate with the Mobilization team to create a monthly Outreach Spotlight E-Newsletter
 - Provide accountability for submission of each section
 - Create all teaser content and find all graphics
 - Edit all the content, especially the blog posts
 - Create all video content (scheduling, shooting and editing)
 - Manage any responses
- Lead administrative processing of Regional Learning Trips as needed.
 - Assist in identifying the best new regional opportunities for various volunteer groups (Young Families, Youth, Seniors, etc.)
- Provide support to the Crossroads Local Engagement Lead and the Executive Director of Mobilization as needed.

Additional Responsibilities:

- Attend and participate in department meetings, all-staff meetings, and monthly Communications Collaboration meetings
- Engage in ongoing learning activities (reading, podcasts, seminars, etc.) to better understand the underlying principles and strategies utilized at Crossroads for Local Engagement
- Assist with crisis response initiatives as needed, in coordination with Mobilization leadership and project point persons
- Consistently engage in understanding our local community and apply best practices for engagement
- Creatively leverage information and relationships gained by Local Engagement Lead's networking for the benefit of Crossroads volunteers and church as a whole
- Facilitate Find Your Fit once a month forming a volunteer team for assistance
- Coordinate Internship Program for Mobilization being first line contact for training and daily work responsibilities
- Assist with and monitor churchwide volunteer recruitment
- Additional duties as assigned

Requirements

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Exceptional model of personal integrity
- Strong organizational and project management skills
- Bachelor's degree in related field or equivalent experience
- Effective communication skills, both written and verbal
- Experience with Microsoft Office 365, Calendars, Adobe Creative Suite, and Planning Center (preferred)
- Consistently display a positive and enthusiastic approach to the execution of the assigned duties and ability to work in harmony with other staff members
- Demonstrated capacity to administrate projects

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones and photocopiers.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers to handle or feel, and reach with hands and arms.

Position Type/Expected Hours of Work

This is full-time 40 hour a week position. A typical week would be Monday-Friday 8-5, but there are events, some occasional weekend responsibility and other duties that can arise outside of these hours. Schedule can be adjusted for these events keeping total hours worked at 40.

Travel

Local travel to community partner locations required. Domestic travel may be required for occasional conferences or training.

Revised: March 21, 2024

The statements listed are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.