



JOB DESCRIPTION – VOLUNTEER COORDINATOR

Position Title	VOLUNTEER COORDINATOR - MISSION IMPACT (MI)
Position Reports to:	MI Director
Department:	Mission Impact
Schedule (may vary)	Weekdays, varied evenings and weekends (flexible)
Rate/Salary	Non-Exempt, Part Time (20 hrs/wk), \$20 DOE

General Description

- Overall responsibility is to mobilize and develop NCCC volunteers for our local service opportunities in collaboration with our mission partners, church ministries, and on campus events.

Specific Duties and Responsibilities

- Work with the MI Team to communicate the vision, philosophy and theology of MI to our church community, ministries, partners, contacts, and the wider community
- Support MI in creating mission minded, transformed people to transform the world
- Work with Mission Ambassadors and Local Mission Partners to identify, create and communicate opportunities to mobilize NCCC community to volunteer
- Help MI mobilize NCCC to meet the needs of the local community in relevant and effective ways
 - Systems of engagement to mobilize and activate our congregation
 - Training structures and overseeing development of IT platforms that foster engagement
- Develop and maintain relationships with volunteers, mission partners and NCCC staff
- Responsible for all local volunteer opportunities for NCCC congregation with MI with partners (onsite or offsite)
- Support and develop volunteers to lead service opportunities with our partners locally
- Work with MI staff, MI advisory and leadership team, and key volunteers
- Host community events using NCCC facilities (if needed)
- Collaborate with MI to communicate, create and promote partners engagement opportunities
- Communicate events, volunteer opportunities on social media, newsletters, and announcements

Knowledge/Skills Required for the Job

- Passion for God and the Mission of NCCC
- Experience and heart to motivate, lead volunteers and help shepherd volunteers
- Refined interpersonal skills to communicate effectively, empathetically and efficiently
- Excellence in idea conception (big picture) and ability to execute related strategies and goals
- Ownership and accountability for responsibilities
- Self-starter and ability to self-manage while executing goals and events
- Superior management, training and streamlining systems
- 5 years proven excellence with unquestionable integrity
- Team-oriented with an understanding of and desire to be part of the great commission
- Ability to multitask and work in a fast-paced environment (at times)

- Ability to learn and adapt quickly and effectively
- Consistently and effectively utilizes dynamic communication and execution platforms to achieve ministry objectives (i.e., CRM System (CCB), MailChimp, Zoom, Microsoft Word/Excel, Google Drive)

Personal Relations

- Works with MI Director and MI Team
- NCCC Staff
- MI Volunteers
- Mission Partners

Work Environment

- Work environment will include NCCC; with ministry partners and remotely as needed
- Local travel

Education

- Bachelor's degree required
- Mission experience and/or Seminary training (beneficial not required)