

CF Women's Ministry Coordinator Job Description

Reports to: CF Women's Lead

Purpose: The coordinator will report directly to the Women's Ministry Lead. The role requires the ability to multi-task, work within and manage deadlines, effectively communicate and work with other teams, and recruit and manage volunteers. She will assist the Women's Lead with all administrative needs and handle the ministry's day-to-day operations.

Relates to: CF Women's Leadership Team, CF Staff

Essential Responsibilities:

- Finance –
 - Work with the Women's Ministry Lead to manage a budget on known costs, anticipated expenses, and expected income, track and record expenses and sales, e.g., reimbursement of registration funds, merchandise sale, etc., and communicate regularly with the church office or finance team.
 - Purchase and maintain inventory of supplies/materials needed for the ministry – kitchen, decorations, stationery, etc.
- Meetings –
 - Prepare for, send reminders, and attend all team meetings.
 - Record detailed minutes, maintain records for the meeting, and follow up on tasks assigned at meetings.
 - Notify teams about upcoming meetings, make reservations of room/s, and oversee set up/ clean up by liaising with the facilities team.
- Events/Hospitality –
 - The women's ministry holds events during the year like Rooted, Girl's Night Out, and Movie Nights hence needs to be responsible for submitting booking/reservation requests and coordinating with facilities to ensure that event runs smoothly and setup/clean up pre and post-events.
 - Oversee all registration needs for the events.
 - Plan and order refreshments and supplies or delegate and supervise the same by effectively recruiting and managing volunteers.
 - Organize and recruit greeters/hostesses for events, providing the necessary assistance to create a welcoming environment for attendees.
- Care –
 - Ability to identify women or families in need and bring them to the attention of the director – create, maintain, organize or encourage meal trains, respond with phone calls or emails in the event of any crisis.
 - Identifying those in need of scholarships for events and discreetly handling these requests.
- Administration (Bible Studies) –
 - Coordinating and executing women's Bible studies with the designated team.
 - Confirm the discussion leaders for every study, oversee and organize discussion leader meetings (send invites, track RSVPs, order refreshments, books, reserve room, create and manage food signup sheets)
 - Oversee the registration - create and start a new registration, set date for registrations

- to go live on Facebook and website, track registration, set up registration costs, and monitor registration for new enrollments anytime during study.
- Implement group assignments – create groups based on available discussion leaders, assign participants to groups, prayerfully consider placing new attendees, monitor to maintain the size of groups, create discussion groups on PCO to take attendance and other administrative tasks.
- Organize and maintain all information relevant to women’s ministry.
- Room reservations – book rooms in advance and coordinate with Dan (facilities) to do a walk-through of allocated rooms and table needs in every room.
- Book orders – Order books for study, track purchases, and book pick up by registered attendees, and maintain spreadsheets to ensure all books are accounted for and picked up by those registered.
- Recruit volunteers for the hospitality team to serve and arrange refreshments – oversee setup before Bible study every week.
- Childcare needs – coordinate with the Women’s Ministry Childcare Coordinator and create a registration for the same.
- Publicity/Social Media –
 - Generate social media posts announcing upcoming events of the ministry. Create event-specific publicity like registration links, Facebook posts, Sunday bulletin announcements, brochures, and other signage as per church guidelines.
 - Use discernment in approving post requests.
 - Be interactive on the women’s ministry page and keep it updated.

Location and Commitment:

- Part-time/ 10 hours week
- Hybrid - Remote and on-site

Skills and Abilities:

- The candidate should be able to navigate Planning Center, Basecamp, and social media easily.
- Proficient in MS Excel and MS Word and printing/copying.
- Team Player with excellent people skills as the role involves constant communication with other women within and outside the team.
- Good communication skills, as she will be responsible for sharing updates with other teams or group leaders, responding to queries from discussion leaders, and replying to emails or phone calls related to the ministry.
- Must attend all women’s ministry events.
- Be available at the Blue Wall on Sundays to meet and greet with women, answer any ministry-related questions and assist women with signup for women’s ministry events.