

Job Description



JOB

- Title: Location Coordinator
- Reports directly to the Douglasville Location Pastor
- Full Time

MUST DO (*"If all else fails, this is what you are being evaluated by"*)

- Support and resource the Douglasville location by leading the coordination of location specific operations.

RESPONSIBILITIES

- Own First Time Guest follow up and workflows
- Oversee Douglasville location metrics input and reporting
- Manage the Douglasville location calendar
- Support Location Pastor with administrative needs as needed
- Manage & maintain the Location Pastor calendar
- Oversee the facilitation of all location specific church events
- Lead Front Desk personnel and oversee their weekly responsibilities
- Own and maintain church management system for Douglasville location
- Facilitate communication to Douglasville members and attendees through all available communication channels
- Greet and care for attendees and guests at all services and gatherings
- Assist Location Pastor in leading Douglasville staff

REQUIREMENTS

- Minimum 3 years experience in a high level administrative environment
- Strong leadership and communication skills
- An understanding of social media engagement
- An understanding of church management systems
- The ability to learn new systems and technologies