Position Title: Memorial and Care Coordinator
Hours/week: 20 (part-time)
Reports To: Associate Campus Pastor
Classification: hourly/non-exempt
Pay Range: $17.00 - $20.00 per hour
Benefits: Eligible to participate in 403(b); 1 hour paid sick time off for every 30 hours worked

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God’s kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen’s vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES
A. Memorial Support
   1. Coordinates memorial services for all campuses
   2. Partners/communicates with Pastors, Facilities, Worship/Tech, and CommArts
   3. Recruits, trains and equips memorial team as needed
   4. Ensures honorariums are properly distributed/paid
B. Care Ministry Support
   1. Processes initial intake or referral for those seeking Care Ministry
   2. Is initial conversation with a female; available as female presence, as requested
   3. Able to support Care Ministry Ministry Partners (MPs) through equipping, support and training; connects with Woodmen U MPs
   4. Provides referrals to existing Woodmen care services and trusted external resources
C. Other duties as assigned

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS
1. An ongoing relationship with Jesus Christ demonstrated by regular prayer, Bible study, and worship attendance.
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen’s Statement of Faith and all policy and belief documents
3. Excellent communication skills
4. The gifts of compassion and empathy
5. Experience and skill dealing with people and answering questions in a friendly yet confidential manner
6. Able to remain and represent calm in stressful situations
7. Minimum three years administrative assistant experience, detail oriented and diligence to see a project through
8. Available for weekend or evening duties, as needed
9. Reliable transportation