Position Title: Woodmen Students Creative Coordinator
Hours/week: 40 (fulltime)
Reports To: Woodmen Students Senior Director
Classification: non-exempt
Pay Range: $33,000 - $36,000 annual salary ($15.87 - $17.31 hourly equivalent)
Benefits: Individual medical/dental/vision/life insurance options; eligible to participate in HSA and 403(b); vacation/personal/sick time

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:
1. Helps create and execute Woodmen Students weekly and monthly events/activities; actively engages with students and Ministry Partners (MPs)
2. Interacts with CommArts as the liaison for Woodmen Students
3. Brings creativity, tech and design to Woodmen Student ministry events and programming; maintains the Woodmen Students website and social media accounts
4. Maintains regular communication with all members of Woodmen Students Team (MPs, teaching team, worship team, tech team and parents) through website, printed material and social media
5. Assists in development of students through leadership opportunities and ministry ownership
6. Assists in recruiting and onboarding student MPs
7. Attends and actively participates in Woodmen Students meetings initiating/implementing ideas/updating programs; participates with program/event development
8. Assists Woodmen Students Team in responding to crisis situation within Woodmen Students Ministry
9. Maintains regular weekly office hours
10. 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. Has a heart for students of late elementary through college age
4. Minimum of high school diploma; a degree in Communications is preferred
5. Gifts of leadership, creativity and administration
6. Is flexible, faithful, team-oriented, teachable and a self-starter
7. Excellent editing and grammar skills
8. Ability to work independently and take initiative to finish tasks; willing to assist in multiple program areas
9. Experience with video-editing and graphic design; proficient in Adobe and HTML
10. Able to deal with people skillfully in a friendly, yet confidential, manner
11. Ability to stand, walk and sit for long periods of time
12. Ability to lift up to 50 lbs.
13. Available to work weekends, occasional evenings and some overnights (camps, mission trips, all-nighter events)
14. Endurance to maintain a rigorous schedule of activities, and keep up with/relate well to students of all ages
15. Reliable transportation