



Position Title: Digital Resource Coordinator Position Scope: Part-time/28 hours a week with hours assigned/approved by Associate Pastor of Student Ministries Position Status: Exempt (Religious Worker)	Reports To: Associate Pastor of Student Ministries Department: Student Date: April 1, 2019								
Ministry Vision: A Fearless Church of Christ Followers whose Ridiculous Love and Dangerous Witness are IRRESISTIBLE									
Ministry Responsibilities: Serve as content maximizer and platform developer for daily digital connections to students and parents.									
Key Duties:									
	<table border="1"><thead><tr><th><u>Description</u></th><th><u>% Time</u></th></tr></thead><tbody><tr><td>Vision and Strategic Development. Craft, cast and carry the vision for how we can best connect with student and parents through a digital platform.</td><td>10</td></tr><tr><td>Leadership Development. Grow network/relationships with parents and other adults to connect to Student Ministry. Recruit, train and shepherd team of “ministry partners” who will assist in supporting you.</td><td>10</td></tr><tr><td>Ministry Development. Develop and Coordinate a digital platform that can be used to connect with students and parents daily, weekly, monthly, yearly. You will act as a content maximizer, and work to develop proper systems to be connect with students and parents digitally.</td><td>80</td></tr></tbody></table>	<u>Description</u>	<u>% Time</u>	Vision and Strategic Development. Craft, cast and carry the vision for how we can best connect with student and parents through a digital platform.	10	Leadership Development. Grow network/relationships with parents and other adults to connect to Student Ministry. Recruit, train and shepherd team of “ministry partners” who will assist in supporting you.	10	Ministry Development. Develop and Coordinate a digital platform that can be used to connect with students and parents daily, weekly, monthly, yearly. You will act as a content maximizer, and work to develop proper systems to be connect with students and parents digitally.	80
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Supervisory Responsibility:	
Required Core Competencies	
Functional/Technical Skills Knowledge and skills to do job at high level of accomplishment.	
Time Management Values time, uses effectively, concentrates efforts on important priorities.	
Action Oriented Enjoys working hard, full of energy for challenges, seizes opportunities.	
Conflict Management Steps up to conflicts, reads situations quickly, good at focused listening.	
Emotional Intelligence Self-awareness, motivation, self-regulation, relates well to all kinds of people, builds appropriate rapport.	
Motivating Others Creates climate in which people want to do their best, gets the best out of people.	
PREFERRED QUALIFICATIONS	
Minimum relevant experience: Youth/Family/Experience digital content development	
Education: High School Diploma. Bachelor's degree preferred.	
Ideal Knowledge Areas: Administration. Digital Content Development	
Reviewed by:	Date:
Approved by:	Date:
Date Revised:	