

## Covenant Life Coordinator

### Overview

The Covenant Life Coordinator is a full-time role designed to enhance church community and grow our hospitality. This role includes implementing, managing, and consistently assessing a plan for providing a warm, welcoming and hospitable experience for all those in our church, from first-time visitors to long-time members.

Due to the nature of this position, the Covenant Life Coordinator will be expected to be an active member at Covenant Presbyterian Church.

### Examples of Role Specific Outcomes/Expectations:

- Sunday Mornings
  - Coordinate and aid hospitality team and be a welcoming presence
  - Aid in setups for anything hospitality related
  - Coordinate the Sunday morning coffee & snacks
  - Work alongside our deacons on duty
  - Help organize and execute special events on a Sunday
  
- Events
  - Plan & organize regularly occurring and special events
  - Help coordinate weddings with our wedding committee
  - Help coordinate funerals
  - Create graphics for events
  
- Visitors/New Members Assimilation
  - Attend and help organize our visitor lunches
  - Follow up with visitors & new members and help them get plugged in within our church
  - Admin support to the New Members Class
  
- Office Support
  - Help with office coverage needs such as being a presence in the office, answering phones when needed, etc.
  - Organize and order supplies for kitchen, events, and other hospitality needs

### Experience and Skills:

- Previous experience in office management, hospitality, or event planning is highly desirable.
- Excellent organizational and time management skills.
- A welcoming personality and skill set that enjoys interacting with people through personal verbal relationships as well as administering an assimilation process.
- Experience with creative tools such as Canva

- Analytical thinker who can draw conclusions and develop processes/systems.

**Salary and Benefits:**

- Competitive salary based on experience.
- Comprehensive full-time benefits package including health insurance and retirement plans.

**How to Apply:** Interested candidates should submit a resume and cover letter detailing their qualifications and experience [\[to this email\]](#). Please include any relevant certifications or training that may enhance your candidacy for this role. Applicants are not required to be current members of Covenant Presbyterian Church at the time of application; however, membership would be expected for this role.