



Community Coordinator - Job Description

Duties

- **Worship Services (Sundays and other special services):** Coordinate volunteers for various ministries. Be onsite to help direct volunteers as needed.
- **Communications:** Write and edit various KOK pieces (website, Facebook, weekly eNewsletter, Sunday morning bulletins, church wide emails, etc.). Experience with social media is a necessity.
- **General Admin:** Some basic financial work and other detail-oriented duties. Ex: online Church calendar, Attendance logs, Church directory, annual reporting for ACNA, print bulletins, financial reporting and bill payment, etc.
- **Community Coordination:** Serve as a liaison between KOK and other organizations (YMCA, Landsdowne, etc.)
- **Special Events Coordination:** Secure venues, Coordinate details and volunteers
- **Weekly Staff Meetings**
- **Optional, but Desirable Skills**
 - **Youth Group Leadership:** Plan monthly activities, Lead SS once/month. Coordinate with other Youth volunteers leaders (Peckmans)
 - **Social Media Savvy:** Assist KOK in having more of an online presence on Facebook, Instagram, Twitter, etc.
 - **Basic Graphic Design Skills**

Hours: 20-25 hours/week

Compensation: \$16-\$20/hour D.O.E.

**Interested applicants should send a cover letter and resume to
Rev. Joel Pinson - joel@kingofkingscharlotte.org**

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