



# Community of Christ

## Position Description

<b>Date</b>	2025
<b>Title</b>	Michigan Mission Center Project Coordinator
<b>Education Requirements</b>	Master's Degree - Seminary Preferred
<b>Experience Required/Desired</b>	5+ Years
<b>Immediate Supervisor</b>	Mission Center President
<b>Employment Status</b>	<input type="checkbox"/> <b>Full Time</b> (40 hours per week) <input checked="" type="checkbox"/> <b>Part Time</b> (20 hours or more per week) <i>List hours per week: 20 hours per week</i> <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week)

<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	<b>Leads, coordinates, and supports administrative and missional projects as determined by the mission center officers. Will facilitate the transition to and training for the new mission center president. Serves as primary coordinator for conference created teams, the Campus Ministry Center, and mission center conference. Coordinates annual and one-time projects in support of mission center officer functions and responsibilities.</b>
<b>Essential Functions</b> <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none"> <li>1. Provide training/consultation and facilitate records/system transfers during MCP transition</li> <li>2. Facilitate Earth Stewardship Team meetings and support the team's initiatives</li> <li>3. Facilitate Diversity Team (NCAC) meetings and support the team's initiatives</li> <li>4. Coordinate and support Campus Ministry Center operations and initiatives</li> <li>5. Lead planning, organization, and operation of mission center conference</li> <li>6. Create and manage online event registration forms</li> <li>7. Assist mission center officers with projects and tasks as needed</li> </ol>
<b>Competencies/Skills</b> <i>(List knowledge, skills and abilities necessary to perform job, including</i>	Required: <ol style="list-style-type: none"> <li>1. Integrity and Trust</li> <li>2. Ability to balance priorities</li> </ol>

<i>physical demands, with a minimum of 5 required and 3-5 desired)</i>	3. Organizing 4. Action-oriented 5. Listening 6. Timely Decision Making 7. Managing Diversity  Desired 1. Priority Setting 2. Managing Vision and Purpose 3. Relates well with others 4. Informing
<b>Supervisory Responsibility</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes, please say how many staff and what positions are being supervised. <a href="#">Click here to enter text.</a>
<b>Other Duties</b>	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.
<b>Registered Youth Worker</b>	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
<b>Grade</b> (To be filled out by Human Resource Ministries)	
<b>Ministerial Status</b> (to be determined by Human Resource Ministries)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Overtime Status</b> (to be determined by Human Resource Ministries)	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

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*This job description is approved by the following:*

<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Immediate Supervisor		
Director, Human Resource Ministries		

*Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.*

Employee		
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