



Lake Mead Christian Ministries (LMCM) Minister- Executive Coordinator

Job Type: Full Time

Department: Church at Lake Mead

Reports to: Church at Lake Mead Executive Pastor

Compensation*: \$30,000-\$34,000 based on experience

Job Summary: The job of the Executive Coordinator includes actively supporting the church's core values, mission statement, vision, and various ministries. A major part of the job involves coordinating volunteers and assisting the Executive Associate with day-to-day operations of the church including but not limited to administrative support for the church office and ministry areas within the church (Gather, Grow, Give, and Go). They will maintain discretion and confidentiality as this position often works with highly confidential information and personal situations.

Required Spiritual Qualities

- Acknowledges Christ as Savior and live life as His disciple
- Supports LMCM Mission by making disciples of Jesus Christ through community involvement
- Demonstrates spiritual flourishing through prayer, Bible study, and outreach to others
- Believes the Bible to be the inspired and authoritative Word of God
- Agrees with and actively support the LMCM Statement of Faith
- Shows evidence the fruit of the Spirit in interacting with people
- Has a Christ-centered home.
- Disciples someone one-on-one
- Demonstrates a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Is a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Attends and actively participates in Church at Lake Mead

Job Functions:

- Coordinates scheduling for volunteer teams and makes sure all volunteer teams have what they need (guest services, prayer team, deacons, security team, etc.)
- Assists with Sunday Morning set-up
- Is in attendance at both Sunday morning worship services, assisting with coordinating volunteers, answering questions, engaging with people in the foyer and cafe.
- Assists with New Guest communication and assimilation (includes coordinating and attending Next Steps/Getting Connected
- Assists with Church conferences (Christianity and Culture Conference or other church supported conferences).
- Assists with church sponsored classes and gatherings (administrative tasks, decor, food)
- Assists with managing Planning Center (weekly supervision of workflows, data entry, etc.)

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- Coordinates Lake Mead Community Outreach- administrative tasks, planning, etc.
- Coordinates hospitality and hosting events (food, decor, coordination with LMCM Central Operation Teams)
- Assists with day-to-day operations of the church (meeting and retreat prep, scheduling meetings, managing church calendar, answers church phone, answers emails, proofing Sunday bulletin, ministry orders through Microix, etc.)

Experience/Knowledge:

- Must hold certification or other education experience that qualifies him or her for the skills needed for the position
- Must demonstrate a high level of computer literacy - experience in Microsoft Office and Google Suite Knowledge

Qualifications: AA or higher preferred but not required

Benefits:

- *Qualifies for tax benefits
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%