



Iglesia Vida Department Coordinator

This position is part-time 20-29 hours. The hours for this position include Sunday morning services, Wednesday night services, and during office hours with possible hours for events.

Position Summary: This position manages calendars, has strong computer and project management skills. This position will work independently and as part of a team to complete projects as scheduled.

General Responsibilities:

- Translating sermon notes
- Event planning (picnics, concerts, banquets, celebrations)
- Guest Speaker preparation
- Prepare meetings, calendar, bulletin, agendas, Bible study classes
- Reporting for event expenses, attendance, salvations, first-time visitors
- Coordinate services (Sun. & Wed.)
- This position will be communicating with vendors and volunteers
- Ministry coordination (women's ministry, youth ministry, music ministry, divorce care...)
- Training and management of volunteers
- Social media management

Position Requirements:

- Fluent in Spanish & English language, writing, speaking, some translating/interpreting
- Microsoft Suite, Google Suite

Physical Requirements: This position does require bending and lifting of 10 to 50 lbs. There may be standing for hours at a time as well as considerable walking due to the size of our campus.

The above duties, activities, or responsibilities may be supplemented periodically.