



LIFE CENTER

TRANSFORMING COMMUNITIES

LIFE CENTER COORDINATOR (BILINGUAL)

Department : Ministry Environments

Direct Report : Life Center Director

Position : Full-time

PURPOSE OF POSITION:

To support the Life Center Director in developing, promoting and implementing the Life Center ministries in conjunction with Local and Global Outreach activities while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Earned degrees and/or other credentials that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Bilingual in Spanish and English
- Ability to work with people, building teams, promoting teamwork and delegating responsibilities
- Ability to recruit, motivate and equip staff and Serve team members
- Ability to create, develop and train service ideas and methodology
- Ability to evangelize and disciple
- Experience with Microsoft Office products (primarily Excel, Word, and Outlook)
- Flexible day and evening hours for the weekdays and weekends as required
- Spirit of humility, eagerness, flexibility, teachable spirit and sense of humor
- Ability to execute on a vision that includes being detail oriented and has creative and innovative gifts

RESPONSIBILITIES:

- Assist with running Life Center programs (Work-to-Earn, GED, ESL, Continuing Education, etc.)
- Assist the Life Center Director with day-to-day operations and logistics (reception, hosting guest groups, etc.)
- Coordinate details for specialized Life Center events, as well as Local and Global Outreach events as needed (i.e. Trunk or Treat, Let's Do Christmas)
- Serve as point person for any Life Center or Outreach events as assigned by the Life Center Director or Outreach Pastor
- Assist in recruitment, communication, and training of new Serve team members
- Be available when pastoral care needs arise at the Life Center
- Continually update and improve the Life Center, as well as Local and Global Outreach presence, through various communication mediums and interface with Mission Hills Guest Services Team
- Serve as liaison between Life Center ministry leaders, Outreach Team partnerships and Mission Hills Church
- Provide financial and other information reports as required
- Serve as needed at the Life Center reception desk to provide clients and Serve team members with information
- Meet regularly with the Life Center Director for ongoing development and coaching