

# Ministry Coordinator

Organization: Child Evangelism Fellowship

Reports to: Local Director

Hours: 20/week

Salary: \$18-20/hour

## Position Overview:

At Child Evangelism Fellowship, we believe every child should have the opportunity to hear and respond to the Gospel. The Ministry Coordinator plays a key role in making that vision a reality by strengthening Good News Club® and 5-Day Club® ministries at the local level.

This role is ideal for someone who is passionate about discipleship, loves developing people, and thrives in a relational, mission-driven environment. The Ministry Coordinator invests in volunteers, supports club leaders, and helps create consistent, Christ-centered ministry experiences for children.

*This role focuses on supporting a manageable number of local club ministries, with shared responsibility for training and school partnerships alongside the Local Director.*

## What You'll Do

### Strengthen Local Ministry

- Support and coordinate assigned Good News Club® and 5-Day Club® locations
- Build relationships with club leaders and provide ongoing encouragement and care
- Visit club sites to support quality, consistency, and spiritual impact
- Help ensure ministry aligns with CEF standards and child protection policies

### Invest in People

- Encourage, equip, and retain volunteer teams
- Help identify and develop new leaders
- Foster a healthy, supported, and mission-focused team culture

### Support Training & Growth

- Assist in planning and executing volunteer trainings
- Help prepare materials and contribute to effective training environments
- Participate in ministry by serving in or leading at least one club each semester

## **Coordinate Behind the Scenes**

- Assist with curriculum distribution and ministry logistics, and resource management
- Maintain accurate ministry records, volunteer information, attendance, and reporting needs
- Support communication efforts with schools as needed
- Create simple, engaging flyers, graphics, and ministry communications to promote events and support outreach
- Help coordinate schedules, calendars, and administrative processes that support healthy ministry operations
- Help ensure clubs are well-organized and set up for success

## **Who You Are**

- A growing follower of Jesus Christ with a heart for children and the Gospel
- Relational, encouraging, and able to build trust with volunteers
- Organized and dependable, with strong follow-through
- A creative thinker who enjoys designing flyers, graphics, and communication materials to strengthen ministry engagement and outreach
- A clear communicator who can adapt to different situations
- A team player who thrives in a collaborative environment

## **What to Expect**

- A flexible, part-time schedule, including some after-school hours and occasional weekends
- A mix of remote work and local travel to ministry sites
- A collaborative, mission-driven team environment
- The opportunity to make a lasting spiritual impact in the lives of children and families