

Raleigh CWJC Site Coordinator Job Description

Position: Part-Time CWJC Site Coordinator

Administrative

Compensation: The part-time site coordinator will work 15-20 hours per week, for up to 50 weeks per year, at a rate of \$10 per hour. Any hours beyond the hours specified are on a volunteer basis.

Relationships

1. Supervision of the part-time site coordinator will be the responsibility of the Advisory Council.
2. The part-time site coordinator will work closely with the Raleigh Baptist Association (RBA) Woman's Missionary Union (WMU) Leadership team and with women's ministries of the association.
3. The part-time site coordinator will work with the Southern Baptist Convention agencies and other denominations and secular agencies necessary to perform her duties.

General Responsibilities

To oversee and coordinate the work of the Raleigh area CWJC. This would include but not be limited to coordinating the training of mentors and volunteers.

Specific Responsibilities

1. Keep RBA staff advised of your weekly office schedule and any appointments scheduled in that office. Update voice mail accordingly.
2. Review and respond to incoming mail as needed.
3. Regularly check voice mail when not in the office and respond appropriately.
4. Meet/contact the chair of the CWJC advisory council weekly.
5. File all required reports with state and national CWJC offices.
6. Build relationships with churches, seeking opportunities to speak, recruit and train volunteers to support the growth and development of sites.
7. Assist in coordinating the development of CWJC sites.
8. With the help of the Advisory Council, assist in the acquisition of funds to support the ministry.

Minimum Requirements

1. Must be an active member of a Raleigh Baptist Association church.
2. Must have good written and verbal communication skills.
3. Possess a thorough knowledge of Microsoft Office programs.
4. Willing to achieve national certification within 6 months.
5. Must be able to work with minimum supervision.
6. Applicant must submit a written letter of faith to the Advisory Council.
7. Applicant must also have their pastor submit a letter of reference to the Advisory Council.