



# REDEEMERCHURCH

## Serve the City Coordinator Job Description

Reports to: XP of Advance

Position Type: Part-Time

HR Contact: [ben@redeemerlubbock.org](mailto:ben@redeemerlubbock.org)

Job Title: Serve the City Coordinator

**Position Summary:** The Serve the City Coordinator is tasked with growing and developing the ways that Redeemer serves Lubbock. This person must be a natural networker with experience already serving within the city. The coordinator will work closely with partner organizations and all Redeemer ministry directors to encourage and support involvement in our strategic Serve the City initiatives.

### Duties and Responsibilities

- Execute Redeemer's Serve the City (STC) initiatives and strategy
- Plan and manage the STC budget
- Manage calendaring for all Serve the City teams and ministries
- Plan team meetings and compile team updates
- Coordinate STC communications strategies
- Assist the other Redeemer "Send" ministries
- Recruit, mobilize, and coordinate training for staff and volunteers related to STC
- Plan and coordinate all STC events and campaigns
- Report on STC progress and provide detailed updates to XP of Advance.

### Skills/Qualifications

- A love for God, the church, and non-believers
- Agreement with Redeemer's doctrinal statements
- Exemplary character and dependability
- Ability to problem solve, analyze information, and prioritize tasks
- Strong written, verbal, and digital communication skills

(NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization.)