



Job Description for Waymaker Coordinator

Department: School of Ministry
Reports to: Sean Moore
Exemption Status: Non-Exempt / Hourly
Hour Requirements: Full-time

JOB SUMMARY

The purpose of the Waymaker Coordinator position is to develop Waymaker School of Ministry by providing support in 2 primary areas: (1) Marketing & Recruiting and (2) Administration. This is a high-capacity position that requires a developer who can create and adapt to change.

ESSENTIAL FUNCTIONS

Marketing & Recruiting

- Build a marketing/recruiting team
- Create and implement recruitment strategies
- Investigate and pursue recruiting opportunities
- Plan & execute recruiting events:
 - Preview Days 2x/year
 - Personal visits
- Manage all social media platforms for Waymaker
- Respond to all Waymaker inquiries
- Order and manage all marketing materials (physical & digital)
- Ensure Waymaker information table is orderly and well-stocked with materials
- Work with Communication department to ensure cross-promotion

Administration

- Aid in the creation and institution of processes, procedures, and policies
- Manage Waymaker's Ministry Platform (church database) needs:
 - Reserve rooms and equipment
 - Events & meetings
 - Classes
 - Manage Waymaker Dream Team
- Manage school database and learning platform (Populi)
 - Assist in the creation and maintenance of courses and programs
 - Assist and educate staff and students in the use of Populi
 - Communicate school announcements
 - Managing financials
 - Stripe
 - Tuition
 - Books
- Ensure students are current with SEU responsibilities (financials, documentation)

- Assist in the development of an evening adult program
- Provide ongoing communication of pertinent information with staff, faculty, and students

Admissions

- Aid in the vetting of applying students
- Aid in the onboarding of all accepted students
 - Run background checks
 - Communicate orientation information
- Manage new applications and Trello boards

Student Life

- Provide academic, personal, and spiritual support for students
- Assist in the planning and execution of student life events

JOB REQUIREMENTS AND BENEFITS

Education & Experience Required

- High school graduate
- At least two years of experience in relevant administrative work
- Proficient in Microsoft Office Suite
- Social Media Proficient

Benefits to FULL-TIME EMPLOYEE

- Positive Working Environment
- Health care, Dental, Life Insurance, Vision & Disability Insurance (for individual only)
- Paid time off
- Church bookstore discount
- Café discounts
- Free Monday Night Bible School tuition

Time Requirements

Total: 40 hours / week

Basic schedule:

- Monday through Friday from 8:00 a.m. – 4:30 p.m.
- **At times evening and weekend hours are required for events
- ½ hour lunch (unpaid)

Victory Family Church reserves the right to change, rescind, add, or delete the duties and responsibilities within this job description at any time.