



Department		Creative	
Location		Dublin & Alamo Campuses	
Job Title	Creative Coordinator		
Reports to	Luke Breton Van Groll	Title:Creative Director/Pastor	
	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Volunteer <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern		Hours: 40 per week Exempt
General Description			
<p>PURPOSE OF THE POSITION New Life Church is seeking a highly skilled Creative Coordinator with a passion for creativity, leadership and ministry. The qualified applicant would provide the Creative Director/Pastor with assistance in overseeing the weekend experience, providing leadership and guidance for the church , as well as vision and strategy for growth and expansion by advancing the mission, vision and values of NLC. Candidate must possess a servant's heart toward other team members and promote relational health on the team with emphasis on promoting joy and unity.</p> <p>SCOPE The Creative Coordinator reports to the Creative Director/Pastor. The position is subject to change, based on greatest needs of NLC and/or changes within NLC, as we are committed to our mission not a position but currently includes supporting and leading within the creative department. The assignment does include Sunday work hours.</p> <p>RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Assist creative pastor in leadership and administration in the creative department. 2. Recruit and team build for all creative teams. 3. Assist creative pastor in communicating, leading, and resourcing creative staff. 4. Manage creative staff and creative teams on Sundays to promote quality control and excellence. 5. Manage calendar and communication for creative department. 			
CAPABILITIES AND CHARACTERISTICS			
<ul style="list-style-type: none"> • Understands and embraces the New Life Church DNA. • Faithful, positive, loyal, self-motivated, flexible. • Display a high level of communication to supervisors and department leads. • An independent self-starter who also works well within a team environment and comfortable interacting with leadership. • Ability to manage proprietary information with discretion and maintain strict confidence as it relates to church attendee privacy. • Be able to multi-task with ease. • Be comfortable working in a fast paced and frequently changing environment. 			
WORK SCHEDULE/HOURS			
Sunday 7:30am - 2:00pm - Monday - Wednesday 9:00am - 5:00pm / Thursday 12:00pm-9:00pm			
Name of person holding the position:			
Approved by	Shauna Reed	Title:HR Administrator	Date:07/24/2018

