

Decatur First United Methodist Church Job Description

Position Title:	Campus Coordinator
Reports To:	Executive Director
Supervises:	N/A
Employment Status:	Full-time, Exempt
Work Schedule:	In person, M-F, 8am – 3pm
Date Updated:	April 9, 2025

General Description of Job:

The Campus Coordinator serves as frontline ministry to those who walk in the door or call the church needing assistance. This position supports the administrative operations of the church. The Campus Coordinator is the face of the church and an invaluable part of the team!

PRIMARY DUTIES AND RESPONSIBILITIES:

Event Management

- Schedule and coordinate logistics for all events on the church campus calendar
- Coordinate communications of church events with Communications Director and physical set ups with facilities manager, including funerals, weddings, and all in-house programming
- Serve as point of contact for happenings at or through the church campus, including preparing contracts and rental agreements with external parties
- Ensure event participants are aware of Safe Sanctuary guidelines and run background checks if needed

Facility Management

- Parking: Maintain car tags for volunteers and staff and manage parking deck voucher inventory and distribution
- People: Recruit and coordinate front desk volunteers
- Building: Monitor door, phones, and security systems, including building access, security cameras, and access codes. Coordinate set-up and maintenance of phone mailboxes, extensions, and voicemails.

Office Assistance

- Assist the Executive Director as needed
- Assist with mailing campaigns and process outgoing mail
- Order office supplies and first aid supplies as needed
- Send acknowledgement notes of memorial donations

- Maintain business office vendor files
- Handle key inventory and coordinate additional key creation with Facilities Manager
- Assist Accounting Manager with deposits and various projects

Qualifications:

A responsible, friendly person with proven communication, organization, and interpersonal skills. Knowledge of Microsoft Office, Google Suite, and experience in Church Management Systems is preferred. Must be able to relate well to people from all walks of life and maintain a professional demeanor with congregation, volunteers, and staff. Uses discretion when receiving sensitive or confidential information; maintains confidentiality.