



Position Profile

Employee Culture Coordinator (Part-Time)

Reports To: Creative | Culture Director

Purpose

To serve the Creative & Culture team by assisting the Creative | Culture Director in her daily responsibilities and also providing administrative support to the Culture team in organizing staff functions. This includes but is not limited to assisting with Staff Lunch, Staff Retreats, and Creative Staff Events and care.

Skills & Abilities

- Leadership capabilities
- High interpersonal skills
- High level of communication
- Self-motivated
- Highly organized and able to manage many details on different projects
- Attention to detail in all pieces of work; “sets the table” well
- Passion for the vision of Cross Point and the Staff Values

Primary Responsibilities

- Communicate with the Creative | Culture Director on a daily/weekly basis with updates of projects and needs of the team.
- Attend meetings assigned by the Creative | Culture Director and operate as a representative of the Culture Team as needed.
- Manage expense reports for Creative | Culture Pastor and Creative | Culture Director and other special projects as they arise.
- Work with Creative | Culture Director to encourage team culture by celebrating creative team birthday’s and other special occasions.
- Aid Director in planning Creative Team meetings, outings and events to grow community and build stronger relationships within our team.
- Assist in organizing logistics for staff retreats, staff lunch, alignment day, and other all staff gatherings.
- Manage all administration for staff podcast and staff blog.
- Any other special projects as the need arises.