



## **Position Profile**

Central NextGen Resource Coordinator (Full-Time)

Reports to: NextGen Ministry Coordinator

### **Purpose:**

Resource campus teams to execute weekly ministry. Lead volunteer teams to support NextGen experiences & events by prepping and packaging materials needed to implement weekly programming.

### **Skills & Abilities**

- Heart for the next generation of the Church
- Administrative, task-oriented, and highly organized
- Personable & Team player
- Natural recruiter and team builder
- Use of project management software.
- Be able to lift 20 lbs.
- The ideal candidate will have project management experience

### **Primary Responsibilities**

- Purchase, prepare, package, and oversee deliveries for programming supplies.
- Lead and manage central NextGen volunteers in packaging materials for programs, administrative support, and projects related to CP Kids, CP Students, & CP College.
- Work with Central NextGen Coordinator to plan and implement projects and events for CP Kids, CP Students, & CP College.
- Keep project management system up-to-date as progress is made.
- Visit campuses to evaluate the success of central support. This position however will primarily be Monday-Friday.
- Create feedback loops for campus input and collaboration.
- Ensure the vision of CP Kids is represented and carried out with excellence.

*As a team member of Cross Point Church, it is understood that the employee will be required to work all services on any holiday weekend, Christmas Eve services, and any other events as required by leadership.*