**Sr. Church Ministries Liaison**

“Know God, Find Freedom, Discover Purpose and Make a Difference” is more than a value statement to the CLC/Stones Administrative Staff; it is our daily inspiration for what we do. We invite you to join our team and help us make a difference.

CLC/Stones is looking for a Sr. Church Ministries Liaison, to help our ministries, staff, and organization run as efficiently as possible. This is a full-time exempt position with benefits and a competitive salary. This position will report directly to the Sr. Executive Pastor.

As the Sr. Church Ministries Liaison, this position will oversee the administrative operations of three of CLC/Stones’ major ministries and provide administrativesupport to the major ministries within our church’s organization. These ministries include: Evangelism and Church Planting (This Ministry includes Outreach Programs); Pastoral Care and Spiritual Growth (This Ministry includes our Volunteers/Dream Team); and the Performing Arts Ministry.

The position will function as the key person interacting with each of the ministries, by providing ***operational support*** to ensure that the ministries run smoothly, effectively and professionally. This operational support includes, but is not limit to the following: participating in various ministry meetings to capture details for report purposes; assisting with the development of ministry processes and procedures; developing and managing measurement and tracking tools and systems to assist in analyzing individual ministry and the overall ministry needs of CLC/Stones.

This position will provide support to the Dream Team’s Hospitality Leadership by assisting with maintaining an ample and accurate inventory of required supplies and refreshments to support the Sunday morning Dream Team, guests, and major events at the main campus in Kalamazoo and the GR Campus. The Sr. Liaison is expected to make well thought-out operational recommendations for improvements, and assist in the implementation of approved recommendations.

The position will also provide daily and weekly ***administrative support*** that includes, but is not limited to the following: managing the Front Office; directing incoming calls and resolving routine inquiries; assisting the Food Pantry outreach program; scheduling and setting up requested and established Zoom meetings; and preparing the weekly agenda and tracking report for the weekly Zoom Staff Meeting. The Sr. Liaison will also attend and provide administrative support for the weekly Staff and Grow Team meetings. The position also provides administrative support to Performing Arts Ministry which includes the preparation and distribution of weekly service documents for the Sunday Service (i.e., the Order of Service). This administrative support to the Performing Arts Ministry is critical to CLC/Stones providing life transforming services on Sundays to our local community, Watch Parties, Cyber Members, and the global community.

This position may also supervise volunteers for special projects.

**Position Requirements**

* Proven work experience as a Church Administrator or similar role.
* An Associate’s degree in business, office management, or a related field. A Bachelor’s degree in a business field is a plus.
* Minimum of three - five years’ office administration or senior administrative experience is required.
* Project development and management skills are required.
* Must have excellent organization skills with attention to details.
* Excellent written and oral communication skills with solid composition skills.
* Strong computer skills, working knowledge of Microsoft Office and Google Docs. Database experience is a plus.
* Strong problem-solving and analytical skills.
* Proven ability to handle financial reporting and manage budgets.
* Ability to operate basic office equipment and navigate through internet and social media platforms.
* Ability to manage stressful situations and have proven problem solving skills.
* Ability to keep confidential and sensitive information. Must be able to work well on a team.
* Must be able to accomplish work assignments with little or no supervision.
* Excellent interpersonal skills. Sensitivity and understanding of others from all backgrounds and ethnicities is required.
* Must be open and flexible to change.