

Ministry Center Coordinator

Position Description



Reports to: Assistant Director

Hours & Classification: 10-12 hours/week at \$25-30/hr

Location: Coracle Center, Arlington, VA

General schedule: Required onsite hours are Sundays @4-7:30pm and Wednesdays @10am-3pm; Saturdays and occasional evenings as needed to support events at the Center; other hours to be determined

POSITION SUMMARY

The Ministry Center Coordinator provides high-level support to the Executive Director, a welcoming presence and point of contact for the Coracle Community in NoVA, management for on-site events at the Center, coordination of volunteer engagement in collaboration with the Corhaven Community Coordinator, and general office management. The ideal candidate will be organized, people-oriented, and passionate about Coracle's mission of Spiritual Formation *for* Kingdom Action.

KEY RESPONSIBILITIES

Executive Support

- Provide high-level administrative support to the Executive Director, including some scheduling.
- Work with the Executive Director to coordinate and prepare for weekly Sunday services..

General Administrative and Organizational Support

- Manage daily office functions, including mail, supplies, copies, and file organization.
- Participate in regular staff meetings, co-lead weekly volunteer team meetings, and attend 1-1 meetings with Assistant Director or Executive Director.
- Other projects and duties as assigned.

The Coracle Center

- Maintain a supportive presence at the Coracle Center.
- Cultivate community life for the Coracle Community.

- Maintain hospitality supply inventory and storage.
- Coordinate Coracle Center event logistics.
- Act as a primary liaison with Greenbrier Baptist Church, Central Union Mission, RILA and other groups seeking to use the Coracle ministry space.

Volunteer Liaison and Coordination

- Cultivate a warm, mission-driven, volunteer culture rooted in Coracle's values.
 - Provide on-site support and direction for volunteers.
 - Maintain a volunteer database, provide feedback and recognize contributions.
 - Communicate with Ministry Center Team members as needed.
 - Identify volunteer needs and coordinate with staff and partners to meet them.
 - Coordinate with the Corhaven Community Coordinator in providing volunteer opportunities and points of connection between The Coracle Center and Corhaven.
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Qualifications

- Self-starter comfortable working both independently and collaboratively.
- Commitment to Coracle's mission of Spiritual Formation for Kingdom Action.
- Strong administrative and organizational skills, with attention to detail and time management.
- Excellent interpersonal and communication abilities.
- Warm, welcoming presence aligned with a ministry of hospitality.
- Experience working with volunteers and coordinating events.
- Familiarity with Google Workspace, Calendly, Mac operating system knowledge preferred
- Experience in nonprofit, church, or ministry settings is a strong asset.