



Community Engagement Coordinator

Hired by: Director of Advancement

Reports to: Director of Advancement

Status: 12-Months | Part-Time Non-Exempt

Office: On Campus

The Community Engagement Coordinator facilitates meaningful involvement and connection within the Worthington Christian School community by fostering family-to-family and parent-to-teacher relationships as a primary focus. Additionally, this role occasionally supports alumni and donor-related events and external initiatives. The coordinator plays a vital role in creating a vibrant and connected community through events, volunteerism, programming, and service. The ideal candidate is highly organized, relationship-minded, and eager to initiate contact and build relationships while maintaining the flexibility to adapt to a schedule that ebbs and flows, with more hours required during peak planning periods and fewer hours at other times of the year.

Spiritual Life

1. Publicly profess a faith in Jesus Christ as Lord and Savior
2. Actively engage in the life and ministry of an evangelical church
3. Pursue a life of spiritual development through regular study of scripture and prayer
4. Demonstrate the fruit of the Spirit as a byproduct of a growing faith
5. Believe in and support Grace Polaris Church's "Our beliefs and identity" document
6. Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities

- Organize and execute community-building programs and events.
- Nurture, guide, and serve the Parent-Teacher Fellowship in collaboration with the director of advancement and other school leaders.
- Develop and execute a plan for deepening parent engagement in collaboration with the PTF.
- Develop and coordinate a First Year Experience for parents new to the school.
- Recruit and recognize volunteers.
- Collaborate with other offices in the school to promote community engagement.
- Serve as an active member of the Advancement Team and WC community.

Qualifications and Skills

- **Education:** College degree preferred.
- **Experience:** Must demonstrate the ability to rally involvement, plan and execute events, and “cold call” organizations.
- **Skills:**
 - **Self-Starter:** Ability to take the initiative, work independently, and hold oneself accountable.
 - **Organized and Deadline-Oriented:** Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
 - **Problem-Solver:** Capable of finding solutions to challenges and obstacles.
 - **Flexible:** Willingness to adjust and prioritize as needed.
 - **Team Player:** Ability to work effectively with others.
 - **Coachable:** Willingness to take direction, receive suggestions, and be challenged.
 - **Trustworthy:** Commitment to abide by a strict code of confidentiality, refrain from gossip, be honest and loyal, and speak directly to individuals with whom you disagree.

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions		X	
Standing/Sitting/Walking/ Running		X	
Kneeling/Bending	X		
Reaching over shoulder	X		
Pushing/Pulling	X		
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer			X
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data			X
Strong Communication (Oral/Written)			X

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature