

VOG PART TIME OFFICE COORDINATOR PROPOSAL

Title: Office Coordinator

Type: Part Time, 2-3 days per week (16-24 hours)

Reports to: Pastor Jon Jo

Compensation: \$20 - \$25 per hour

Start date: ASAP

NECESSITY

- VOG's congregation has grown 100% in the past two years. We currently have an average weekly attendance of 50. Our tithes and offerings have increased proportionately.
- Our regular ministries include six house churches, Saturday morning prayer, mid week prayer, men's group, women's group, worship team, AV team, finance team, welcoming team, monthly leadership meetings, monthly shepherds meetings, quarterly new membership classes, quarterly newcomers lunches, and various ongoing discipleship/mentorship.
- Special meetings and projects include Mustard Seed, annual retreat, leadership retreat, and various outreach opportunities.
- VOG also runs KPCF's Children's Ministry (CM), currently headed by Pastor Yoomi Yi. However, very shortly, we cannot expect Pastor Yoomi to serve at the same capacity once she begins full time chaplaincy training. This creates an additional need for an office coordinator, one which CM can share with VOG. The CM is currently averaging 40 children in attendance and expected to grow to 50+ by the end of this year. With new programs such as Awana more assistance is needed.
- VOG leadership consists of seven lay leaders (Brian Ahn, Eric Sha, Ann Shin, Janice Chun, Mike Shin, David Chun) and Pastor Jo. All of the lay leaders have demanding jobs in addition to the substantial amount of time they devote to church.
- To date, leadership has managed to coordinate and handle all administrative aspects of VOG. However, due to the growth of the congregation and ministries as discussed above, in order to more effectively coordinate and implement the ministries and serve our congregation, Pastor Yoomi no longer being available to lead CM, and generally in order to grow as a church, VOG desperately needs and respectfully requests authorization to hire a part time office coordinator.

JOB DUTIES

- Coordinate and calendar events to include checking for conflicts, follow up, and confirmation
- Maintain church data base to include visitor forms, membership data, workflows, and website maintenance and integrations
- Social media assistance
- Phones
- Miscellaneous help with projects as needed
- Printing
- Filing
- Stocking church supplies including communion elements
- Communications

QUALIFICATIONS

It would be great if we can find someone within KPCF or VOG to fill this position. If not, however, we would prefer someone who excels in the following areas: interpersonal relations, communication, organization and time management, problem solving, attention to detail, and computer literacy. It would be a plus if the candidate is familiar with website and social media usage but not a requirement.