



## Job Description

**Position Title:** Experience Coordinator  
**Reports To:** Executive Director of Experience  
**Revised:** 03.29.2023

**Department:** Experience  
**Status:** Part-Time (24 hrs/wk); Salaried, exempt  
**Campus:** Campus Support Team

### Primary Purpose

The NewPointe Experience Coordinator will contribute to NewPointe's mission of inspiring people to follow Jesus by providing support, project management, and organization to NewPointe's Experience department.

### Key Result Areas (KRAs)

- Ensure that weekly messages and other Experience events are properly supported through the scheduling and coordination of the events, message content, announcement slides, and all other necessary elements.
- Provide project management to all Experience-driven events (retreats, trips, video shoots, etc.) through the management and update of Asana and Planning Center Online, keeping both resources updated with the most accurate information and ensuring that everyone involved is properly communicated with and remaining on schedule with their assigned tasks.
- Assist in administrative aspects of the Experience department such as ordering props and other materials for global creative elements, participating in meetings, monitoring monthly expenditures, handling music and video licensing, and ensuring compliance with copyright laws.
- Coordinate and manage events, calendars, and schedules.
- Remove obstacles to allow for efficient and effective team operations.
- Plan and Coordinate On-line Worship Experience.
- Provide administrative support, scribe meetings, and generate department to-dos for Executive Director of Experience.
- Other duties as assigned.

### Position Requirements

- Supervisory:
  - Lead volunteers

### Knowledge/Skills/Abilities:

- Strong organizational skills
- Attention to details/follow-through
- Ability to communicate clearly and concisely, both orally and in writing
- Proficient in Microsoft applications such as Word, Excel, and Outlook; Experience with Asana and Planning Center Online preferred

### Qualifications

**Education:** High school diploma required, college degree desired

**Experience:** Minimum one-year related experience at an administrative level, and project coordination required.

**Licenses:** None required.

**Physical Activities/Requirements (with or without accommodation)**

- Ability to move throughout the facility
- May require long periods of standing or sitting
- Be able to lift 25 pounds and be able to assist in set-up or tear-down

**Personal and Spiritual Requirements**

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth and healthy lifestyle
- Models standards and expectations of leaders within NewPointe, including:
  - o Tithe (within 3 months of hire). A tithe is giving 10% of your income to the ministry of the local church at NewPointe.
  - o Participate in small group accountability.
  - o Regular attendance at NewPointe services.

At NewPointe we value working through people to accomplish goals, as well as personally contributing at a level that requires God's help. By maintaining these priorities, we will put ourselves in a position where we can continue to strive for excellence and value reaching lost people.

**ACKNOWLEDGMENT**

I acknowledge that I have read the above job description and can perform the essential functions of the position with or without accommodation.

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Applicant Signature/Date

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Management Signature/Date