



COLONIAL PRESBYTERIAN CHURCH

Community & Global Partnership Ministry Coordinator

JOB DESCRIPTION

The Community & Global Partnerships Coordinator supports the development and daily operations of Colonial's local and international mission efforts in collaboration with the Senior Director. This role acts as a liaison between the church and its community partners, schools, and global missionaries. The Coordinator is responsible for identifying service opportunities, managing food pantry logistics, and mobilizing volunteers in order to develop passionate followers of Christ through service, stewardship, and global engagement.

WORKING RELATIONSHIPS

Reports to: Senior Director, Community & Global Partnerships

Teams with: All Staff, Site Pastors, Mission Council, Local Ministry Partners, and Volunteers

Supervises: Food Pantry Volunteer teams

DUTIES & RESPONSIBILITIES

- **Serve Days:** Plan and execute "Serve Days" with Local Partners, managing logistics, project scope, and church-wide promotion.
- **School Partnerships:** Maintain active relationships with local partner schools (Boone, Indian Creek, Frontier Trail, Olathe East) identifying school needs, coordinate staff appreciation events and manage volunteer-led ministries.
- **Food Pantry & Grocery Recovery Coordination:** Manage Harvesters and 'Giving the Basics' orders, invoices, and monthly reporting. Ensure adherence to the TEFAP and civil rights compliance, including annual site visits and volunteer training.

- **Inventory and Equipment:** Oversee technology, supplies, and equipment.
- **Grocery Recovery:** Manage the volunteer team and digital communications for daily grocery store pickup, ensuring all shifts are staffed and donation amounts logged.
- **Local & Global Mission Support:**
Strategically assist with Mission Council agendas and updates of the Mission Policy. Create and produce the monthly electronic Mission Newsletter (via Mailchimp).

Mission Trip organization and management of mission trips utilizing Managed Missions software. Coordinate background checks and SAAT training for trip participants.

Coordinate major annual fundraising initiatives such as the Bless Our City, Be the Light, and Walk to the Manger offerings, including promotion and recipient selection.

Facilitates annual Bless Our City Grant cycle, including managing and oversight of applications via CCB, ministry evaluations, and coordinating site visits.

Qualifications, Competencies, and Gifts

- A personal, growing faith in Jesus Christ and a heart for serving the vulnerable. Regularly attending Sunday worship at Colonial.
- Organizationally, individual must possess ability to manage complex logistics and inventory for a high-volume food pantry.
- Excellent verbal and written communication skills for drafting newsletters, coordinating with ministry leaders, and leading volunteer teams.
- Technical Proficiency with Microsoft Suite (Word & Excel) is preferred, CCB, Trello, Managed Missions, Food Bank Manager, and Mailchimp. A strong willingness to learn these specific platforms is required.
- Experience recruiting, training, and retaining lay leaders and volunteers.
- Posses an ability to execute long-range planning strategies, streamline workflows, and maintain accurate administrative records.

POSITION DETAILS

Type of Position: Part time, hourly –25 hours per week

Location: Central Campus (officed at the SKC Campus)

AGREEMENT

I have read and understand the duties and responsibilities of this position.

Signature _____ Date: _____

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

Executive Pastor _____ Date: _____

Sr. Director Community & Global Partnerships _____ Date: _____

Director of Human Resources _____ Date: _____