

**JOB TITLE:** Campus Coordinator  
**DEPARTMENT:** Castle Rock Campus  
**DIRECT REPORT:** Campus Pastor  
**POSITION STATUS:** Full-Time  
**HOURS:** 40 hours per week

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### **WHY WE'RE LOOKING:**

Mission Hills Church is excited to announce the launch of our fourth campus in Castle Rock, Colorado! We're currently assembling a staff team of high-capacity leaders who will work together to unleash missional followers of Jesus that will forever impact the people of this amazing city. Most of the team is already assembled and working towards the launch of the campus March 1, 2024, but we're still looking for one critical team member: a passionate Campus Coordinator who loves Jesus and loves coming alongside to support a dynamic ministry team. Is that you?

If you think so, we want to meet you!

Here's a little about us: For the last several years, Mission Hills has been growing fast because of its unique ability to help seasoned believers and the unchurched alike understand the Bible and take next steps of becoming like Jesus and joining him on mission. We go deep, we reach wide and we're all about building a church that is "Real. Messy. New." We have regularly been featured (most recently in 2023) in Outreach Magazine's 100 Fastest Growing Churches in America.

As the Castle Rock Campus Coordinator, you'll have the support not only of an amazing local team, but also the wisdom, experience, and resources of a large, healthy, Bible-driven church with established systems and processes that will allow you to focus on providing support to accomplish our church's mission.

By the way, Castle Rock is a super cool town and it's growing like crazy! It was Colorado's fastest growing community in 2022 and it's home to lots of young families. It really is the place to be!

### **WHAT YOU'LL NEED:**

- Education and/or experience that have prepared you for this role.
- Commitment to our purpose: we exist because God loves the world and wants them to know it. (John 3:16)
- Commitment to our mission: we help people become like Jesus and join him on mission. (Mat 28:19-20)
- Commitment to our vision: we're working towards reaching everyone on the Front Range of Colorado with the good news of Jesus.
- Commitment to our core values: we're a crazy generous, daringly creative, intentionally improving, Bible-driven, kingdom-minded, tribe.
- Agreement with our doctrinal statement (nothing radical here, we're a Bible-driven church that's part of Converge Worldwide).
- You lead others to follow Jesus out of an overflow of your own growing relationship with Jesus.
- You have the passion and ability to discover, develop and deploy others in the work of ministry. (Eph 4:11-12)
- You're excited about the idea of building something from the ground up (as a Mission Hills campus, you're starting out with a huge leg up, but you're going to get to do a lot of innovation).

### **WHAT YOU'LL DO:**

- Empower all campus staff by coming alongside them to provide administrative support.
- Run point on cultivating a Serve team community by maintaining an up-to-date database (application completion, reference checks, and background verifications).
- Keep members & Serve team efficiently organized in our database by meticulously updating and maintaining the database.
- Partner with campus staff in helping recruit and nurture our Serve team members.
- Regularly participate in our key programs and events to make a lasting impact on our campus.
- Collaborate with our Castle Rock team on strategic, kingdom-minded campus-wide initiatives to amplify our impact in the city and reach more people for Jesus.
- Behind the scenes, assist our campus staff in orchestrating the details leading up to our strategic events and programs throughout the year.
- Run point on maintaining an inventory of supplies for all our campus ministries.
- Regularly meeting with our Campus Pastor and staff to align on weekly and monthly tasks.
- Meet regularly with the Campus Pastor to pursue ongoing spiritual and professional growth opportunities.

### **COMPENSATION:**

We take good care of our people. The anticipated salary for this role is \$55,000-\$65,000 with full benefits provided in addition to the salary.