



## Central Support – Job Description Leadership Development Coordinator

### POSITION:

This position will play a role in facilitating the Next Generation Central Team’s vision to “*consult leaders and design resources so that the next generation has a pathway to become a fully engaged follower of Jesus.*” Reporting to the Leadership Development Director, the **Leadership Development Coordinator** has the primary responsibility of supporting the Leadership Development Director in managing the workflow of the Leadership Academy and Ascend, including SOPs, events, projects, and assets.

### RESPONSIBILITIES:

#### Leadership Academy

- Implements and leads the weekly course schedule
- Oversees the assignment and grading of homework in Google Classroom
- Administers details for planned trips and events throughout the year
- Manages the communication of Growth Tracks and QPAs
- Schedules and leads connect points with Track Leaders and RAs
- Promotes Student Life within the culture of the Academy

#### Ascend

- Creates rotation to meet with Small Group Leaders and communicates information
- Plans and prepares for monthly meetings with Instructors and Small Group Leaders
- Leads Production team and oversees weekly creative elements and recording
- Ensures environment is set weekly
- Oversees purchasing of course material and supplies

#### Assist Ministry Systems

- Maintains the use of Next Level Connect and Google Classroom
- Conducts monthly inspections of the Academy Housing
- Ensures weekly inspections take place and work orders are resolved
- Coordinates maintenance of the Academy Van, Academy Lounge, and housing
- Recruits and leads volunteer team

### SKILLS:

- Passion for leadership development, as well as young adults
- Highly organized in time, material, and people resources
- Ability to think and act independently with a high degree of creativity and professionalism
- Capability to handle multiple projects effectively
- Strong communicator with excellent written, verbal, and interpersonal skills
- Proficiency in Microsoft Office & Google Drive

## **PERFORMANCE MEASURES:**

- In addition to the goals set, the Leadership Development Coordinator will be measured based on the Next Level Church Leadership Behavioral Values and Core Values.

## **TIME COMMITMENT:**

- Full-Time Staff
  - Office Days: Sunday-Thursday from 9:00am – 5:00pm
  - Monday Evenings for Ascend
  - Will also be a part of trips that will equate to about 15 days per year

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization