



Student Ministry Coordinator Job Description

Position Type: Full-time, Salaried

Reports To: Student Ministry Director

Purpose: Advance the mission of Bay Area Student Ministry through the planning and execution of student ministry events and effective ministry communication.

This role is primarily responsible for ensuring BASM events are planned and executed with excellence while coordinating weekly communication, social media, and digital content.

BASIC QUALIFICATIONS

- Models the lifestyle of a passionate, maturing follower of Jesus with a deep personal commitment to Jesus.
- Spiritually mature, emotionally intelligent, and humble learner
- Passionate about serving middle and high school students.
- Agrees with BACC Statement of Beliefs and Position Papers and meets all Ministry Partner requirements.
- Strong organizational skills and attention to detail.
- Able to manage multiple projects, timelines, and deadlines with competing priorities.
- Strong written and verbal communication skills.
- Self-starter who demonstrates initiative, follow-through, and completion of task on time.
- Team player who thrives on serving with others.
- Teachable and approachable.
- Willingness to work flexible hours, including evenings and weekends as needed.
- Working knowledge of Teams, Asana, Microsoft 360 suite, Planning Center, Dropbox, Instagram, and Facebook.

PRIMARY RESPONSIBILITIES

1. Events

- Own the planning and execution of BASM events from initial vision through post-event evaluation.
- Develop and manage event plans, timelines, deadlines, budgets, and action items.
- Coordinate all event logistics, including registrations, facilities, transportation, food, lodging, supplies, schedules, and communication.
- Recruit, organize, and lead event volunteers.
- Coordinate with other BACC departments.
- Manage participant communication, forms, payments, and registrations.
- Provide leadership for setup, execution, and teardown.
- Evaluate events and document follow-up.
- Maintain awareness of the broader BACC calendar.

2. Ministry Communications

- Coordinate and execute BASM's weekly ministry communications to parents, students, and leaders.
- Gather necessary information from the BASM team and ensure communication is accurate, clear, and timely.
- Maintain current ministry calendars and event information.
- Coordinate event-specific communication and promotion.
- Ensure communication follows the direction and voice established by BASM leadership.

3. Social Media & Digital Content

- Execute BASM's established social media plan and strategy in partnership with the BASM team.
- Maintain the social media calendar and ensure planned content is scheduled and published on time.
- Schedule and publish approved posts, stories, reels, and other content according to established BASM guidelines and expectations.
- Gather needed content from staff, gatherings, events, students, and other ministry environments.
- Coordinate event-specific social media promotion.
- Collaborate with BASM staff and BACC Creative staff for content and creative needs.
- Monitor BASM website information for accuracy and submit website update requests as needed.
- Follow up on website requests to ensure ministry and event information remains current.

OTHER RESPONSIBILITIES

- Provide administrative and logistical support primarily related to events and ministry communication.
- Attend staff meetings and other required meetings.
- Participate in Bay Area and BASM all-staff events and trainings.
- Assist with setup, teardown, space management, and other ministry needs.
- Assist with other aspects of the ministry of BACC as needed.