



Site Coordinator Job Description

1. Christian Leadership and Site Administration

- A. Models Christ and shepherds the volunteers and students toward Christ-likeness and Administers Site tasks in alignment with Christian principles.
- B. Reports to Executive Director, and works collaboratively to achieve established site goals.
- C. Accomplishes all tasks and objectives in compliance with CWJC Policies and Procedures.
- D. Recruits volunteers and ensures full training.
- E. Supervises daytime and evening volunteers to achieve learning objectives and site goals.
- F. Creates class schedules and calendars; manages daily office operations; ensures volunteer coverage of front desk and phone.
- G. Develops systems to ensure necessary timeframes, with all deadlines met.

2. Financial and Inventory Management

- A. Follows internal accounting processes and policies regarding handling all income and expenses.
- B. Prepares and makes deposits, mails yellow copy of deposit to Board Treasurer;
- C. Correctly categories donations and expenses.
- D. Makes a copy of all checks and deposit slip and places in current year's file.
- E. Enters donations in Excel and/or Quick Books.
- F. Prepares and mails thank you letters for all donations within three business days of receipt.
- G. Prepares an Excel or QuickBooks report of donations each month for Director and Board.
- H. Prepares and emails a monthly report of all expenditures to Board Treasurer and CPA.
- I. Prepares and emails monthly report of all debit card expenditures to CPA with reconciliation.
- J. Creates and maintains a yearly spreadsheet with monthly data tabs.
- K. Prepares and distributes quarterly and year end reports to church donors.
- L. Prepares and mails End-of-Year fundraising letters/direct mail, and annual donation reports to donors the first of January;
- M. Purchases of \$50 or over require preapproval by the Executive Director.
- N. Performs quarterly inventories of office supply needs; orders and restocks all site supplies.

3. Site Database Management

- A. Enters and updates all required records into database and safeguards security and accuracy.
- B. Enters and updates donors in CWJC data base.
- C. Enters and updates students and volunteer profiles with demographic information in database each session.

- D. Prepares accurate reports from databases as requested by the Executive Director.
- E. Creates and maintains a separate MASTER DATABASE that includes current information on churches, volunteers, donors, vendors, speaker bureau and “relationship management.”
- F. Backs up all files and databases each Friday.

4. Student Enrollment Management

- A. Assists Executive Director with publicity – posters, TV, media, newspaper, alumni, churches.
- B. Schedules, conducts and/or oversees student intake process: applications, interviews, Provelt testing, Outlook set up, collecting registration fee and database input according to CWJC requirements.
- C. Prepares notifications and delivers to students who are accepted for class sessions.
- D. Prepares notebooks, nametags, nameplates, parking passes; handouts for new students and student rosters for teachers.
- E. Manages all assessments and evaluations, including reporting information with specific deadlines.

5. Student Development (Day and Evening Classes)

- A. Educates volunteers and students about the National CWJC 8-key elements (Certification, Advisory Council (Board), Networking, Needs Assessment, Bible Study, Evaluations, Covenants, Mentoring)
- B. Completes volunteer placement for all classes;
- C. Maintains all student attendance and reporting for all classes.
- D. Plans and organizes the two Student Graduations in Spring and Fall sessions.

Position Requirements

- College degree preferred;
- Competent in Microsoft Suite, including Word, Excel, PowerPoint, Publisher; QuickBooks a plus;
- Active member of a local Christian Church; Pastoral reference required; Affirms CWJC Statement of Faith;
- Management experience with demonstrated Christian leadership;
- Organized, professional, team player with excellent communication skills;
- Routinely meets or exceeds timeframes and deadlines;
- Completes National CWJC Training for Site Coordinator Certification.

Benefits

- Three weeks of vacation
- Five sick days annually
- Free daily lunches when available
- Salary based on experience

No phone calls, please. Submit cover letter, resume and salary requirement to:
Sherry.Skinner@cwjctyler.org