

ALLIANCE ^{NW}

Role Description: Coordinator for Field Director, Assistant Field Director, and Communications

PURPOSE/SCOPE:

To assist the Field Director, Assistant Field Director and the Communications Department of the Alliance Northwest so that we can serve, model and catalyze the disciple making and sending mandate of the local church.

GENERAL EXPECTATIONS:

- To live a life that models being a disciple of Jesus by:
 - Investing in your relationship with God the Father.
 - Investing your life with other believers.
 - Intentionally investing in relationships with those who don't yet know Jesus.
 - Living a balanced life with healthy rhythms of work and rest
 - Consistently and generously giving financially to your local church.
 - Bringing a courageous and teachable/learning heart to your role on the team.
- Enthusiastically support the leadership staff and maintain beliefs and practices in unity with the leadership and the Alliance Northwest's vision and beliefs.

OUTCOMES:

Assistant to Field Director

- Assist with travel arrangements
- Manage calendar and appointments
- Assist with meeting & document preparations
- Assist with various projects as needed
- Assist with correspondence and care with the field (i.e. pastoral placement)
- Process reimbursements, including mileage
- Renew – administer planning of event with Field Director & Associate Field Director

Field Leadership Team

- Assist with document preparation
- Meeting coordination & logistics (including reimbursements)
- Communication with team
- Binder maintenance

Assistant to Associate Field Director

- Process reimbursements including mileage
- Assist with travel arrangements
- Manage calendar
- Assist with various projects as needed
- Assist with care & correspondence to field and churches
- Pastoral care - administer financial assistance for pastoral counseling and spiritual direction

Communications

- Provide assistance for Communications Department
- Process reimbursements
- Assist with travel arrangements
- Update National office job postings
- Update website with job postings, quotes and church staffing changes

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Administration

- Assist with other administrative tasks (I.e. phones)
- Assist with other events as needed

Staff

- Attend staff meetings, prayer gatherings and staff fun days/retreat
- All Hands-on Deck Events: Renew and Field Forum

RESOURCES:

- Workspace
- Computer

RELATIONSHIPS:

- Reports to Finance & Administration Lead
- Serves Field Director
- Serves Assistant Field Director
- Serves Communications Director
- Work with Entire Staff