

Overland Park Campus Coordinator: Part-time

Overview: The Campus Coordinator provides administrative, operational, and ministry support for the Overland Park Campus of Legacy Christian Church. This role coordinates campus communication, volunteers, ministry logistics, and operations to support an organized, welcoming, and effective ministry environment. In partnership with the Campus Pastor, staff, and volunteers, the Campus Coordinator helps ensure ministries and weekend experiences run smoothly while supporting disciple-making through strong systems, hospitality, and care.

Key Responsibilities:

- Provide administrative and operational support for the Overland Park Campus in partnership with the Campus Pastor.
- Coordinate campus communication, calendars, meetings, scheduling, reports, and ministry follow-up.
- Manage campus systems, records, and reporting related to attendance, volunteers, guest follow-up, giving, and ministry effectiveness.
- Support staff with administrative tasks, purchasing, reimbursements, printing, and special projects.
- Oversee campus inventory, supplies, room reservations, and facility coordination for ministries and events.
- Support weekend services and campus operations through logistics, hospitality, reporting, and follow-up.
- Recruit, onboard, schedule, and encourage volunteers while fostering healthy engagement and appreciation.
- Support assimilation processes through guest follow-up, connection opportunities, and Information Center support.
- Assist with pastoral care, ministry responsibilities, and all-church events as assigned.
- Build strong relationships with staff, volunteers, and attenders while modeling professionalism, humility, and spiritual maturity.

Qualifications:

- Strong administrative, organizational, and project coordination skills with attention to detail and follow-through.
- Ability to manage multiple priorities in a fast-paced ministry environment.
- Strong communication and interpersonal skills with a heart for serving others.
- Proficiency with administrative systems, databases, reporting tools, and Microsoft Office/Google Workspace.
- Self-starter who works effectively both independently and collaboratively.
- Demonstrates professionalism, flexibility, spiritual maturity, and alignment with the mission and values of Legacy Christian Church.
- Willingness to work occasional evenings and weekends to support ministry events and operations.