



## CENTRAL NEXT GEN COORDINATOR

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REPORTS TO Next Gen Strategic Director  
CLASSIFICATION Full Time, 40 hours per week  
EXEMPTION Ministerial Exception

### POSITION SUMMARY

This role assists the Next Gen Strategic Director in implementing the vision and strategy of Valley Creek through administration, project collaboration, and event coordination.

#### GIFT BASE

- Collaborative
- Flexible
- Organized
- Detail Oriented
- Prioritization

#### ROLE REQUIREMENTS

- A passion for following Jesus and unity with the vision of Valley Creek
- Has a spiritual depth and maturity that allows them to lead others to freedom
- Detail-oriented, highly organized, and able to manage multiple projects at once
- Gifted in administration with proficiency in Microsoft and Google products, event planning, and data entry
- Able to lift 20 pounds regularly

### ROLE RESPONSIBILITIES

- Administrative ownership of all Next Gen systems and processes.
- Track and support all Next Gen efforts within ClickUp.
- Run weekly/monthly reporting (KLE, SLE, Next Gen Safety)
- Responsible for purchasing, receiving, inventorying, and distribution of Next Gen supplies
- Manage interdepartmental communications & systems
- Support planning and implementation of Next Gen events
- Lead public and private prayer and scripture reading
- Model kingdom culture and values
- Lead a Circle - responsible for the spiritual guidance and discipleship of people of the church
- Is considered a spiritual leader of our church and has the authority to baptize and administer communion
- This is not an exclusive list of responsibilities, other tasks may be assigned according to ministry needs

### WORK HOURS

- Work hours are Monday – Friday, 8:30am to 5pm
- Support Next Gen events as needed
- Required to work during all worship experiences on Christmas Eve and Easter, as well as other possible events outside of normal working hours