

### **Job Description for Ministry Coordinator of Iron Rose Sister Ministries (IRSM)**

We are looking for a passionate, motivated sister in Christ to join our multilingual women's ministry team as a full-time Ministry Coordinator. The Ministry Coordinator will help facilitate the growth of IRSM and the fulfillment of its vision through supervision and delegation of tasks among the Iron Rose Sister Ministries Team. Her primary responsibilities encompass the communication and interaction with two primary customer groups: IRSM Ambassadors and IRSM Clients, as well as mid-level supervision of the IRSM Team, as guided by the Executive Director and Operations Manager.

As detailed on the second page, the responsibilities of the Ministry Coordinator are to facilitate project management through the effective distribution and supervision of tasks to the IRSM Team, the increased involvement of women who have been impacted by IRSM and its resources, and the external communication of IRSM so it can continue to equip more women to connect to God and one another more deeply across the Americas.

#### **Requirements:**

- A missions-minded, servant-hearted, spiritually mature Christian woman with a can-do attitude
- Excellent verbal and written communication skills in English and Spanish (international and cross-cultural experience are a plus)
- Passionate about equipping women to connect to God and one another more deeply, across the Americas (IRSM's mission)
- Professionalism and integrity as a representative of IRSM
- Active member of a local church of Christ
- Organized and able to manage multiple ongoing projects at a time
- Proficient in Google Docs, MS Office, and Project Management software
- Managerial and project management experience
- Flexibility to work with different women in diverse time zones across the Americas
- Database experience and non-profit experience are advantageous for this position

#### **Compensation:**

- This full-time remote position offers a salary and benefits totaling \$40,000 annually.
- As a 501(c)(3) registered nonprofit, all IRSM funding comes through individual and church donations, as such, the Ministry Coordinator plays a vital role in the financial wellbeing of IRSM.

#### **Expectations:**

- Collaborate with the Executive Director and Operations Manager to implement and execute projects and activities toward their corresponding goals in a sustainable and growing ministry
- Supervise IRSM Team Members in their respective roles and duties to ensure their output aligns with IRSM's mission and brand
- Represent IRSM to Clients and Ambassadors through communication, coordination, and general customer care
- Recruit volunteers to support and engage with IRSM through their written contributions, in-person and virtual events, and small group Bible studies
- Manage event planning and coordination, as well as communication and updates sent to customers
- Utilize project management and other relevant software to communicate and execute projects

- Participate in-person in IRSM activities, studies, events, etc., with the purpose of relationship-building with customers and representation of IRSM, as availability permits (may include nights and weekends)

**More Detailed Expectations for Ministry Coordinator of Iron Rose Sister Ministries (IRSM)**

**Partner with IRSM Leadership**

- Participate in long-term/big-picture discussions for the future growth and sustainability of IRSM
- Aid in decision making of annual IRSM themes, blog topics, event invitations and priorities, distribution of personnel, etc.
- Serve as an iron-sharpening-iron sister to the Executive Director and Operations Manager

**Supervise IRSM Team**

- Guide team members in their assigned roles and point them towards a consistent quality of work and IRSM brand across all external communication channels
- Maintain high level knowledge of committee conversations and decisions
- Co-chair Curriculum and Socials & Communications Committees
- Oversee collaborative projects (including but not limited to: quarterly newsletters, annual reports, campaigns, etc.) alongside the Executive Director and Operations Manager
- Partner with Operations Manager in team member evaluations

**Represent IRSM to Clients and Ambassadors**

- Promote and publicize IRSM Resources to Clients and Ambassadors
- Work with Social Media Planning Committee to design, track, post, and follow up on social media posts
- Work with Curriculum Committee to plan and execute the IRSM Ambassador's program
- Proof print or digital materials prior to distribution
- Approve graphics and videos, by language, created by the Creative Assistant prior to posting

**Manage Event Planning**

- Communicate with host congregations/organizations regarding potential or contracted IRSM events
- Plan or coordinate IRSM-hosted virtual events and recruit volunteers
- Coordinate initial response to customers with IRSM Team point of contact and corresponding follow-up
- Collaborate with Office Assistant in her management of the contact, volunteer, and book inventory database and tracking

**IRSM Ambassadors** are defined as:

IRSM Reps (US & Int'l), Volunteers, Interns, Prayer Warriors, Ambassadors, Speakers, Blog Writers

**IRSM Clients** are defined as women who have been equipped through IRSM and her resources:

Event Attendees, Book/Small Group Participants, Blog Readers, Social Media Followers, Online Resource Users, Destination Retreat Attendees, Ministry Consultation Leaders (incl. Bilingual Resources)

**Other Responsibilities**

- There may be times when the immediate supervisor will assign specific tasks not described in this document that support the fulfillment of the role of this position within the organization.

*Interested parties should submit a letter of interest, resume, and two references to  
info@ironrosesister.com*