

Family Ministry Coordinator

Position description

Beachside is looking for a high-caliber & organized leader to join our Family Ministry team. The role of the Family Ministry Coordinator is to inspire people to follow Jesus with all their heart by supporting the Family Ministry Environments at Beachside Church for ages Birth-12th Grade and their families.

Ideal candidate

- Above reproach; mature in Christ-like character
- A leader with a high capacity for relationships, organization, and task completion
- A high value of excellence
- Adaptable and resourceful

What we offer

- An intentionally healthy staff culture
- Ongoing opportunities for additional leadership within the organization
- A team of skilled contractors and staff
- A team of highly committed volunteers
- Connectedness and relationship with leaders throughout the Irresistible Church Network.

Key responsibilities

- Provide assistance and support to ensure the successful execution of Family Ministry environments:
 - Waumba Land: birth to pre-k
 - UpStreet: kindergarten - 5th grade
 - Transit: Middle School
 - InsideOut: High School
- Lead the weekday team of volunteers on preparation of Sunday morning curriculum, including preparing, printing, and ordering weekly supplies for UpStreet and Waumba Land.

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Beachside Church

850.629.9491

beachside.org

200 Racetrack Road NW
Fort Walton Beach, FL 32547

- Assist the Family Ministry Director with tasks associated with events such as event bookings, ordering supplies, organizing volunteers, rooming assignments, and set-up/tear-down.
- Manage first-time guest follow-up across all family ministry environments to include gifts, emails, and texts.
- Send regular and special email communications for Family Ministry environments to parents.
- Assist the Family Ministry Team with special Sundays, promotions, and Invest and Invite events.
- Oversee and maintain the integrity of Sunday attendance data in the Planning Center database.
- Other tasks as assigned.

Schedule: 9:00 am - 2:00 pm Tuesday and Wednesday totaling 10 hours/week.

Reports to: Family Ministry Director

To apply: email apply@beachside.org. Please include your resume and a short video introducing yourself.

