



## **Community Care Coordinator**

Job Description

9/24/2026

### **Job Purpose:**

The purpose of this full-time position is to direct the flow of information from the church body and community into the WCC Community Care ministry and coordinate the response from Community Care. Assistance to the Supervisor/Pastor is included in providing support and service to maximize the effectiveness of this ministry area and the overall organization to pursue the mission and vision of WCC.

**Supervisor:** Pastor of Care Ministries

### **Qualifications:**

1. High School diploma or equivalent required, college degree preferred
2. Experience in office and organizational responsibilities; ability to multi-task
3. Skills with computer use and working with Word, Excel and other software
4. Needs strong communication skills
5. Strong desire to support a ministry organization and have a heart for people

### **Job Classification:**

Full Time/Non Exempt

This full-time position requires 40 hours per week to perform. Generally, this would be regular office hours, however flexible hours may be required, including evenings and weekends, subject to ministry needs. Consistent communication and interaction with supervisor is a must. Appropriate dress and appearance needed for greeting office visitors.

### **Essential Functions:**

1. Ministry Coordinator for Community Care Ministry
  - a. Weekly prayer letter
  - b. Care Fund management
  - c. Church Community Builder management
  - d. Receiving calls and information from congregation and community and relaying to proper staff
2. Leading the Helping Hearts, and other volunteer teams as needed
3. Maintain processes for documenting care activity
4. Assist in verbal communications (i.e. follow-up calls, team leader contact, etc.)
5. Assist in written communications needs
6. Oversee and manage all resource and supply needs
7. When need arises, minister to congregants and people in the community
8. Other assistance as requested in the community care area