

Dare 2 Share Ministries

Job Description: Resourcing Coordinator

DIVISION: Ministry Advancement

WORK LOCATION: Dare 2 Share headquarters (5191 Ward Road, Wheat Ridge, CO)

REPORTS TO: Director of Resourcing

TYPE OF POSITION: Full-time Part-time Volunteer

HOURS OF WORK: 40 hours per week, Monday – Friday, between 8 a.m. and 5 p.m.

STARTING PAY RANGE: \$23 – \$28 per hour, based on experience

INTRODUCTORY PERIOD: 90 Days

RESOURCING COORDINATOR POSITION SUMMARY

The Resourcing Coordinator (RC) is an administratively strong, detail-oriented, and verbally proficient person, who fully supports Dare 2 Share’s mission to *energize the Church to mobilize youth to Gospelize their world*. This teachable person coordinates projects within the Ministry Advancement Division’s Resourcing Department, with a primary focus on content. The RC manages multiple projects simultaneously—including print, digital, and video content—and is the Resourcing Department’s primary liaison with other Dare 2 Share departments, as well as external contacts, including translators. In addition, the RC may contribute to content projects through proofreading, formatting, and other tasks as needed. The RC helps the Ministry Advancement Division deliver resources on time and with excellence, with the goal of energizing and equipping youth leaders to multiply Gospel Advancing ministries and networks.

This position requires high-level organizational, administrative, and project-management skills, as well as strong verbal aptitude. The RC must be able to work with minimal supervision on multiple, concurrent projects.

TYPICAL DUTIES AND RESPONSIBILITIES

The work examples and competencies listed are for illustrative purposes only and are not intended to be exhaustive.

Project management and coordination – 50%

- Manage content timelines and coordinate with team members throughout the ministry, as well as external partners and vendors, to keep projects on track.
- Facilitate “6-weeks-out” project-tracking for the Ministry Advancement Division.
- Serve as the primary project coordinator and team liaison for resource-translation projects.

Content support – 25%

- Create or curate content and training-related collateral, including handouts, PPTS, fillable PDFs, QR codes, etc.

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- Proofread PPTs, resources, and external communication, as needed.

Administrative and organizational support – 25%

- Provide all meeting-related support, including scheduling, note-taking, summarization of decisions and action items, follow-up, etc.
- Create and manage contracts and content-licensing agreements; follow up with contractors to gather impact stories and data.
- Attend department, division, and ministry-wide meetings.
- Respond to general resourcing requests from youth leaders and partners.

COMPETENCIES REQUIRED

- Strong administrative and organizational skills.
- Project-management and project-coordination skills.
- Capacity to identify potential problems and bring possible solutions to the project team.
- Ability to interact positively with other team members while keeping them on schedule to meet project deadlines.
- Ability to remain calm in stressful situations, working on multiple priorities simultaneously.
- Excellent written and oral communication skills.
- Proficiency with Microsoft Office, including Word, Excel, PowerPoint, and Outlook.

COMPETENCIES PREFERRED

- Working knowledge of Salesforce, ProPresenter, and project-management software.
- Working knowledge of Adobe Acrobat and other Creative Cloud apps.

KEY PERFORMANCE INDICATORS FOR THIS POSITION

- On-time execution of resources and events.
- Ability to meet personal deadlines, track timelines, and effectively and amiably keep other team members on schedule to meet their own deadlines.
- 24-hour turnaround in communication (internal and external).

The applicant chosen for this position must have no reservations about the Dare 2 Share Ministries (D2S) Statement of Faith and must fully support the expressed mission and vision of Dare 2 Share.