



## ***Special Needs Coordinator***

Peace Church is seeking a leader who will coordinate our ministry to adults and students with special needs in our church family. Our vision as a church is to see the gospel embraced and passed on for generations of kingdom impact. We long to see Peace Church's adults and students with special needs embrace the gospel. We also hope to partner with parents of adults and students with special needs as they pass on their faith to this next generation. As the Special Needs Coordinator does both things, God will work through them to make an eternal kingdom impact.

A fitting candidate will have a deep love for Jesus, Peace Church, and adults and students with special needs. They will have a strong desire to lead a team that disciples adults and students with special needs to be gospel-centered and kingdom-minded while creating fun and engaging programs and events. They will also have a family-focused mentality as they partner with parents to be the primary disciple-makers in their families.

Peace Church loves the gospel, desires to be faithful to God's Word, seeks to develop leaders, and is passionate about reaching families. Peace is a growing church located just south of Grand Rapids, Michigan in a rapidly growing area. Average Sunday worship attendance is around 2,000.

For more information, see [peacechurch.cc](http://peacechurch.cc).

Please see job description below.

Please send cover letters, resumes, and references to [hr@peacechurch.cc](mailto:hr@peacechurch.cc).

Part-time, hourly, 15-20 hours per week.

Pay commensurate upon training and experience.



# ***Special Needs Coordinator***

## **Function**

The Special Needs Coordinator's primary function is to coordinate the ministry at Peace Church to the adults, students, and children with special needs in the Peace Church family.

Part-time, average 15-20 hours per week.

## **Accountability**

The Special Needs Coordinator reports directly to the Student Pastor.

## **Qualifications**

1. Have a growing relationship with Jesus Christ and agree with Peace Church's statements of faith.
2. Actively support the mission, vision, and leadership of Peace Church.
3. Humble, Hungry, and People-Smart (see Patrick Lencioni, *The Ideal Team Player*).
4. Able to work within the organizational structure of Peace Church.
5. Able to professionally and graciously represent Peace Church.
6. Able to effectively communicate verbally, in writing, and using technology.
7. Able to independently organize, plan, and execute recurring or periodic projects and tasks within a deadline.
8. Able to independently follow up on details/tasks and manage many details/tasks, while keeping the big picture in mind.
9. Able to effectively operate software such as Microsoft/Apple office suite, Planning Center Online, and Asana.
10. Able to manage time well.
11. Able to solve problems.
12. Flexible and adaptable.
13. Model of hospitality.
14. Able to maintain confidentiality.

# Responsibilities

## A. Friends at Peace

1. Coordinate Peace Church's Tuesday night Special Needs program for adults with special needs, "Friends at Peace".
2. Lead the Friends at Peace volunteer team of mentors
3. Coordinate occasional Friends at Peace events outside of the normal Tuesday night program.

## B. Buddy System

1. Coordinate Peace Church's "Buddy System" for children and students for Sunday morning and evening programs.
2. Build a relationship with parents of students and children with special needs to help sustain and operate the "Buddy System".

## C. Professional Expectations

1. Participate as a team member in the Peace Staff, attending staff chapel, retreats, meetings, etc.
2. Participate in the life of Peace Church, attending worship and important events.
3. Should be or become a member of Peace Church.
4. Exhibit character consistent with a follower of Jesus in a church leadership role.