



Job Title: Multiply Coordinator of EveryEthne

Department: EveryEthne

Job Type: Part-Time, Hourly, Non-Exempt

Supervisor: ED of Church Engagement

Supervisory Responsibility: None

Vision/Mission: The EveryEthne team desires to see people from every ethnic group in North America in a life-changing relationship with Jesus Christ. We will accomplish our vision by mobilizing the church to reach every ethnic group in North America through disciple-making that multiplies leaders and churches.

Job Summary / Primary Role: This Multiply Coordinator will assist in keeping the operations and activities of the EveryEthne Multiply Ministry Channel, ensuring that the team priorities are met. This individual needs to have excellent communication and organizational skills, along with the ability to work independently. High capacity to organize and complete work in a fast-paced and changing environment will be necessary.

Essential Functions and Responsibilities include but are not limited to:

- Assist in the execution of the vision set by the ED of Church Engagement.
- Initiate, track in the CRM, & facilitate the completion of all assessments we do with pastors, churches, and church planters.
- Write summary analysis of the Ministry Area Profile (MAP), Spiritual Formation Assessment (SFA), and the Empowering Leadership Assessment (ELA).
- Communicate with pastors and church leaders on behalf of the Executive Director of Church Engagement, as necessary.
- Follow up with church leaders before and after the M3 Conference and/or Bootcamp.
- Research churches in any specific area where we will be hosting an M3 Conference to help with promotions.
- Work with the EveryEthne Ministry Coordinator to ensure all materials will be prepared and ready for each M3 Conference.
- Other tasks and responsibilities as assigned by the Executive Director of Church Engagement.

Qualifications: Ability to pass background check and all necessary clearances as mandated by the Commonwealth of Pennsylvania.

Minimum Prior Experience Required: Working with a team to implement and operate projects, develop strategy, and effectively communicate within and without the organization.

Necessary Attributes:

- Joy-filled faith rooted in Jesus Christ and a heart to serve.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office.
- Highly detail-oriented and organized.

- Able to multi-task while maintaining deadlines.
- Take initiative and be self-disciplined.
- Proficiency in utilizing CRM.

Christian Life:

- ABWE is a Christian organization, and employees must possess and maintain a lifestyle that is above reproach.
- Must be a current and active member and/or regular attender of a local, like-minded church that aligns doctrinally with ABWE/EveryEthne.
- Must be able to fully support ABWE/EveryEthne's mission, vision, core values, doctrinal statement, and ministry philosophy.
- Must be able to follow all guidelines outlined in the ABWE Employee Handbook.