



## JOB DESCRIPTION

**Job Title: Dream Team Coordinator**  
**Employment Status: Full-Time**

**Department: Dream Team**  
**Direct Report: Shawna Banning**

---

### **Summary of the Position:**

Realife Church is on the lookout for a Dream Team Coordinator! This position requires a blend of both people-skills and task-oriented gifts to provide administrative support to the Dream Team Pastor. The Dream Team Coordinator will be the backbone of logistics and relational connection, ensuring an excellent experience for those joining the Dream Team, while assisting our pastoral staff in managing details related to their individual serving teams.

### **Experience and Knowledge Required:**

- Ability to learn and navigate ChMS (church management software) and other systems
- You thrive in a fast-paced, multitasking environment.
- One year experience and proven strength in administrative abilities.
- You are known for your positivity and excel in customer service.
- Being part of a team fuels you, but you can handle tasks independently.
- You are detail-oriented with a knack for learning new software.
- A strong work ethic and a commitment to excellence.

### **Essential Functions and Responsibilities:**

- Manage data entry and system processes to help make joining the Dream Team a seamless experience.
- Assisting Pastors & Directors with administrative needs for their teams.
- Running monthly reports for each team to help improve attrition rates of the Dream Team.
- Help coordinate bi-monthly onboarding classes,
- Inventory and organization of Dream Team – lanyards, labels, and those oh-so-cool t-shirts.
- Analyze and document weekly stories and celebrations.
- Assist Dream Team pastor with all Huddle, communication and DT Leader meeting logistics.
- Run with Outreach administration and logistics.
- Help develop timelines of needs concerning outreach, events, and conferences.
- Event and conference planning, building relationships with community partners.
- During the launch of Small Group semester, assist Small Group Pastor with all group admin: creating groups, small group leader training needs, and any other admin needed.

### **Spiritual Life:**

- As a Jesus-follower, you radiate the fruit of the Spirit in your life.
- You bring positivity, a servant's heart, and joy to the workplace.

### **About You:**

- 1) Lists are your love language, and marking things 'DONE' is your superpower.
- 2) Your closet and sock drawer? Organized by color, of course.
- 3) Your mantra is "Variety is the spice of life."

If you're ready to bring your organizational skills to Realife Church's Dream Team, apply now by sending your resume to [shawna.banning@realifechurch.org](mailto:shawna.banning@realifechurch.org)!