



Associate Coordinator Job Description
The Alabama Cooperative Baptist Fellowship
Revised August 2022

The Associate Coordinator for Alabama CBF works alongside the Coordinator in serving the individuals and churches of Alabama CBF. This position is currently three quarters time and requires 27.5 hours weekly.

The work of the Associate Coordinator will touch on every aspect of the mission and ministry of Alabama CBF. Specific duties and areas of direct responsibility will be decided in collaboration with the Coordinator of Alabama CBF and other Alabama CBF staff members. When making these determinations, consideration will also be given to professional experience as well as personal interests and talents of the Associate Coordinator.

Possible Areas of Responsibility:

- Develop a variety of mission and spiritual formation experiences for children, youth, college students and adults.
- Provide leadership development and continuing education opportunities for Alabama CBF ministers.
- Assist churches and individuals in area of reference and referral.
- Serve as liaison with partner organizations and represent Alabama CBF in the planning of collaborative events and programs.

Desired Qualities:

- Knowledge of and interest in the work of Alabama CBF and CBF Global.
- Experience serving on a church staff or similar nonprofit setting
- Accomplished event planner and manager
- Skills as a networker and cultivator of relationships
- Comfortable in public settings and capable communicator
- Loves the work of the church and cares for congregational ministers
- Works well in collaborative team settings
- Enjoys travel and is able to visit various mission and ministry locales
- College degree with a masters degree being preferred

The 27.5 hours a week can be performed with flexibility. As a part time position, this job does not include a health care benefit, but participation in our retirement plan is available. The Associate Coordinator will have access to an expense account for work related travel and continuing education. They will also receive 3 weeks paid vacation and be eligible for a sabbatical after 5 years of service.