

Student Ministry Coordinator

Lubbock, TX - Part-Time/On-Site (25–29 hours/wk)

Reports to: Des Vera, Student Director

HR Contact: marci@redeemerlubbock.org

The Student Ministry Coordinator plays a key role in fostering the spiritual and personal growth of students by leading key ministry operations, building relationships with students and parents, and supporting volunteers. This person is highly relational, organized, and detail-oriented, capable of managing multiple tasks and events while staying aligned with Redeemer's mission to make disciples.

Who you are:

- Organized and efficient, especially with administrative and logistical tasks
- A relational leader who naturally builds trust with students, parents, and volunteers
- An excellent communicator—clear and professional in writing and conversation
- A team player who is self-motivated, dependable, and detail-oriented
- Comfortable navigating multiple projects and shifting priorities

What you'll do:

- Oversee administrative operations (calendar, receipts, communication, budget tracking)
- Plan and execute logistics for student events (Camp, Student Gathering, Trips, etc.)
- Lead and engage students through Grow Groups, school lunches, and relational time
- Communicate with students, parents, leaders, and staff through monthly and weekly updates
- Provide care, coordination, and development for adult leaders
- Support the Student Director by tracking key projects and capturing meeting action items

It'll be awesome if:

- You're passionate about student discipleship and parent partnership
- You thrive in a fast-paced ministry environment and enjoy problem-solving
- You've used tools like Google Workspace, Asana, and BILL for project and budget tracking
- You have a heart for servant leadership and equipping volunteers
- You are not only okay with, but expect, workplace shenanigans from time to time

Working Conditions, Requirements, and Expectations:

This position receives moderate supervision while working from clear objectives. It includes a balance of administrative responsibilities, relational engagement, and event coordination in a dynamic, fast-paced environment. Must be able to sit, stand, walk, talk, hear, and lift up to 25 pounds occasionally.

At Redeemer Church, every staff member is considered a minister and is expected to fully engage in the church's ministry. Ministry readiness and the capacity to represent Redeemer Church's beliefs are essential to all staff roles.