

Cooperative Baptist Fellowship of Georgia
Associate Coordinator CBF/GA
January 2010

The Associate Coordinator will assist the Coordinator in strengthening the CBF/GA. More specifically, the Associate will assume responsibilities in the following areas, while maintaining awareness that additional duties may be required depending on time and circumstances.

Primary Responsibilities:

1. Assist the Coordinator in strengthening the CBF/GA
2. Develop a variety of mission and spiritual formation events for children, youth, college students, and adults
3. Provide leadership development opportunities for those who work with children, youth, college students, and adults
4. Provide support to local church staff

Specific Duties:

1. Develop annual events for youth and college students:
 - A. Youth Choir Festival
 - B. Re-Charge
2. Function as the staff liaison to the following mission and ministries, providing supervision to volunteer and paid staff:
 - A. TTWL Camps
 - B. March Mission Madness
3. Work with our partners in the following events:
 - A. Now Serving
 - B. Antiphony
 - C. Emory and McAfee new student orientation
4. Develop annual leadership events for church staff
5. Develop Cooperative Student Fellowship organizations at the following locations, providing supervision to volunteer and paid staff:
 - A. Mercer University
 - B. University of Georgia
 - C. Manchester High School
 - D. Other
6. Assist in developing the database, especially related to local church staff changes
7. Provide content to the web page, *Re-Visions*, and *Visions*

Relationships:

1. Participate in regular staff meetings
2. Attend Coordinating Council meetings
3. Attend and help facilitate CBF/GA General Assembly; attend the National General Assembly
4. Work with appropriate committees of the Coordinating Council.

Supervision:

The Associate Coordinator is under the direct supervision of the Coordinator, who will perform a written evaluation of the Associate in December of each year.