

## Location Coordinator – Neenah (Temporary)

---

**Team:** Neenah Team

**Supervisor:** Location Pastor - Neenah

**Direct Reports:** None

**Status:** Part Time (15+ hours); Non-exempt. Hours include some nights and weekends.

Sunday: 7am-1pm (6 hours), Monday: 9am- 5pm (8 hours), Thursday: flexible hours (2)

**Duration:** June – August (approximately 3 months)

### Position Summary:

The Location Coordinator for Alliance Church Neenah is a senior operational and ministry leadership role responsible for the execution of weekend services, volunteer development, ministry coordination, and staff culture. This role partners closely with the Location Pastor and central ministries to ensure alignment, excellence, and healthy team dynamics.

### Location Leadership and Weekend Execution

- Oversees planning and execution of all Neenah weekend services
- Leads and develops volunteer teams through recruiting, training, scheduling, and care
- Oversees service order, welcome environments, and overall operational readiness for weekend services
- Meets regularly with key volunteer leaders for coaching and alignment

### Ministry Coordination and Communication

- Serves as primary point of coordination between Neenah and central ministries to ensure alignment across ministries, events, and communications
- Ensures accurate and timely communication through signage, digital platforms, and printed materials
- Develops and maintains organizational systems that support ministry effectiveness

### Operational and Community Partnership

- Partners with the Director of Operations to develop and manage the Neenah budget
- Serves as liaison to the City of Neenah, schools, and community partners
- Oversees and supports facility use, special events, and related initiatives

### Position requirements:

- A committed, growing follower of Jesus Christ
- Authentic and consistent in his/her own spiritual walk and relationships
- Maintain family and personal integrity based on II Tim
- Firm commitment to Alliance Church's statement of faith, core values, and mission
- Active member of Alliance Church
- Strong interpersonal skills with ability to interact with people in a positive, courteous, and professional manner
- Excellent planning, organizational, follow up, and administrative skills
- Ability to multi-task and prioritize work responsibilities
- Teachable spirit with an eager readiness to serve
- Previous ministry experience required
- 3 years of experience in an administrative or ministry leadership role



## **ORGANIZATION OVERVIEW**

Founded in 1932, Alliance Church is a Fox Cities-based church and member of the Christian and Missionary Alliance denomination. They have physical locations in Appleton, Hortonville, and Neenah as well an online streaming experience for Appleton's Sunday services. Alliance Church exists to connect the world with God and one another. Committed to loving the local community, Alliance Church started a free-and-charitable health clinic and is grateful to partner with the many effective non-profits and churches that serve the Fox Cities. The church is made up of many different people from all generations and backgrounds, but united around God's love for the entire world. For more information, visit [alliancechurch.org](http://alliancechurch.org).