



## **AREA COORDINATOR JOB DESCRIPTION SUMMARY**

The First Priority of America Area Coordinator will be directly responsible for coordinating, managing, and overseeing the launch and development of a geographic area within a First Priority of America.

The Area Coordinator will have varying duties within the spectrum of vision casting, project management, fundraising, sales, ministry training, local church networking, public speaking, and other duties as shall be assigned in the accomplishment of the mission. The ability to relate to each of the FPoA five network demographics (essential networks) is a must. Those include business leaders, church leaders including pastors and youth pastors, parents, teachers, and students.

The Area Coordinator reports directly to the First Priority Director in their area working cooperatively with and under the authority of First Priority of America (FPoA).

## **QUALIFICATIONS**

Passionate for their community/city, youth ministry, a genuine interest in the hopes and concerns of youth in their community, prior effective ministry leadership, and evidence of an active and growing personal discipleship. They must also have management and sales experience.

Demonstrates a basic knowledge of youth ministry both inside the local church and on the public school campus and must have a love for people and a passion for reaching lost people with the Gospel of Jesus Christ.

Listens well and communicates effectively with people of all ages, be skilled in collaborative planning and implementing ministry, be able to work well with others, delegate responsibility, and follow up on getting the job done.

A person of integrity that maintains and keeps the utmost confidentiality of all sensitive ministry information including financial records, procedures, and contact databases.

A well-balanced individual skilled at managing the details of the ministry and reporting. The Area Coordinator must be skilled at leading people in ministry.

## **DUTIES & RESPONSIBILITIES**

The Area Coordinator;

- Is responsible for clearly articulating the mission, vision, and purpose of First Priority to a wide variety of audiences within their assigned district.
- Visits, speaks at, and cold calls local churches for networking and relationship building.
- Attends area pastor, youth pastor or church networking events, ministerial associations and other community or regional ministry events.
- Builds a network of churches and volunteers in an initial launch area as determined by FPoA.
- Hosts monthly network meetings in their assigned area/s.
- Ensures that all club leadership and volunteers are trained each year using only approved FPoA resources and training materials.
- Completes face-to-face visits monthly at FP clubs and personally is a club coach for at least one FP club.
- Is responsible to uphold and adhere to all policies and by-laws of the FPoA ministry.
- Is a part of creating and implementing the quarterly rocks and annual goals established by the District Team with FPoA guidance.
- Participates in weekly in-person staff Level 10 meetings.
- Maintains a ministry database that will be the exclusive property of FPoA in which the database shall contain the data required by FPoA and will be kept in an electronic format as required from time to time by FPoA.
- Is responsible for communicating consistently and effectively with everyone in the district database under FPoA guidelines and using FPoA approved processes and platforms.

- Markets First Priority in the assigned district on social media and other outlets under the direction and support of FPoA.
- Submits all written and graphical promotional materials other than those provided by FPoA for review and approval before use.
- Completes all required reporting in a timely manner.
- Advises the First Priority Director of any and all developments which may affect the ministry's well-being.
- Prepares, as required, ministry reports, testimonies, daily correspondence and other materials and communications necessary to the operation of the Ministry and as directed by FPoA.
- Is responsible for fundraising as outlined by FPoA to achieve ever growing revenue.
- Ensures that all contributions for the ministry, both financial and in-kind, are submitted and reported directly to FPoA.
- Achieves set and agreed objectives and goals on time, including school clubs established, funds raised and church partnerships.
- Helps to identify schools to launch within the assigned district and complete diagnostics under the direction of FPoA
- Ensures that all steps for launching FP are completed and official documents are prepared, maintained, and on file, and that all FP Clubs are student initiated, led, and entered the app.
- Attend all FPoA district, regional and national meetings as requested and required by FPoA.
- Staff may not serve or volunteer on any FPoA teams or special groups until they have reached 24 months of full-time employment with FPoA.

I have read and fully agree to adhere to this job description to the best of my ability.

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Signature:

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Date: