

**Associate Coordinator**  
**Cooperative Baptist Fellowship of Georgia (CBFGA)**  
**Part-Time | Exempt | 20 hours per week | Remote**  
**Reports to:** Executive Coordinator

**Position Summary**

The Associate Coordinator supports the mission and relational ministry of the Cooperative Baptist Fellowship of Georgia by strengthening connections with congregations, ministers, and lay leaders across the state. This role focuses on cultivating church relationships and supporting leadership development.

Working collaboratively with the Executive Coordinator and staff, the Associate Coordinator helps extend CBF Georgia's presence among congregations and ministry partners while contributing to effective organizational communication, collaboration, and stewardship.

**Key Responsibilities**

**Church Relationships**

- Cultivate and sustain strong relationships with congregations across Georgia through regular engagement, presence, and follow-up.
- Encourage participation in the life and ministries of CBF Georgia.
- Serve as a relational connector between congregations, ministers, and the broader CBFGA network.

**Leadership Development**

- Support the formation, care, and development of ministers and lay leaders through building and convening groups, cohorts, and events.
- Provide coaching, resourcing, and opportunities to groups and individuals for convening that strengthen leadership across congregations.
- Assist in identifying emerging leaders and encouraging participation in leadership development opportunities.

**Representation**

- Represent CBF Georgia at assigned gatherings of CBF Global and other state or regional CBF organizations as designated by the Executive Coordinator.
- Participate in collaborative partnerships with ministry partners and aligned organizations as directed.
- Share insights and learnings from these gatherings to strengthen CBF Georgia's programs and relationships.

**Budget Stewardship**

Support ministry initiatives in alignment with established budgets, ensuring responsible use of resources and alignment with CBFGA priorities.

#### Data Management & Stewardship

- Participate in the collection, maintenance, and organization of accurate, up-to-date data related to congregations, leaders, and ministry participation.
- Support the use of data to strengthen communication, engagement, event planning, and organizational stewardship.

#### Key Competencies

- Relationship-building and pastoral presence
- Collaborative leadership within a network of congregations
- Communication and relational engagement
- Organizational awareness and adaptability

#### Qualifications

- Experience in congregational ministry, denominational leadership, or a related field.
- Strong interpersonal and communication skills.
- Ability to represent CBF Georgia in collaborative ministry settings.
- Commitment to the mission and values of the Cooperative Baptist Fellowship of Georgia.
- Education: Master's Degree, required
- Experience: 5+ years in local church ministry, 5+ years participation in CBF Global or CBF State/Regional Organization

**Travel Expectations:** This role includes periodic travel within Georgia for congregational visits, ministry gatherings, leadership development opportunities and in person meetings in the CBFGA offices in Macon. Occasional travel may be requested to represent CBF Georgia at regional or national Cooperative Baptist Fellowship events.

**Work Location:** Primarily remote with periodic travel across Georgia for congregational visits, ministry gatherings, and meetings.

#### Physical Requirements:

This position may require sitting or standing for extended periods, working at a computer, lifting materials up to 25 pounds, and occasional travel.

This job description is intended to describe the general nature and level of work performed by the employee in this position. It is not intended to be an exhaustive list of all responsibilities, duties, or skills required. Responsibilities may be modified as organizational needs evolve.