

# **Networking Coordinator Job Description**

**CreatEd Institute 2018**

Genesis 1:27a "So God created man in his own image..."

## **Purpose of Position**

The Networking Coordinator role serves as the ambassador for CreatEd Institute, bringing students, investors, and partners around the vision of CreatEd. The Network Coordinator furthers the reach of CreatEd Institute by identifying, establishing, and managing the organization's external relationships with potential investors, partners, and sponsors. This role supports the Director of Lead Cultivation and the lead cultivation process through lead generation - pitching the CreatEd brand to target market audiences and passing new leads to the Admissions Coordinator.

## **Work Environment**

*Reports to:* Director of Lead Cultivation

*Works with:* Admissions Coordinator, Event Coordinator, and Marketing Coordinator

*Hours of work:* Full-time

*Responsibilities:* establishing, developing, and managing organizational relationships with potential partners, sponsors, investors, etc., developing recruitment strategy, clearly and accurately communicates the product offered at CreatEd to target market audiences, conducting local and national travel to present CreatEd Institute, developing marketing and recruiting presentations, establishing and managing travel budgets for the recruitment year, managing and delegating presentations and local/national outreach endeavors to staff and/or contractors. As an organization focused on in-community student growth, the Networking Coordinator (like all staff) is expected to cultivate relationships and care for the students after they arrive and participate in community life where they can.

## **Candidate Description**

The ideal candidate is a natural ambassador: diplomatic, articulate, and administrative. As the role requires consistent communication and touch-points, the ideal candidate is an outgoing, charismatic people-person, who is able to articulate well the vision of CreatEd in a compelling manner, to bring audiences around the organization in support. We are not looking for comprehensive knowledge or expertise, but for a deep passion for people, an unquenchable curiosity, and a genuine humility to trust the Lord with each lead. Adaptability, flexibility, self-discipline, and a passion for the model of CreatEd Institute (so far as it is understood) are essential. A commitment to excellence, clarity, and intentionality will be important in this role that is both highly relational, analytical, and administrative all at the same time.

### *Skills and Qualifications:*

- Public speaking
- Scheduling
- Sales
- Customer Service
- Professionalism and Communication
- Reporting Skills
- Data Entry Management
- Adept at using GSuite apps (Gmail, Google Sheets, Google Docs, etc.) for teamwork and communication

### *Helpful Characteristics*

- Evangelist heart
- Connector
- Self-starter
- Administrative, Organized, and Professional
- Lives/walks in integrity
- Flexible
- Personable and Approachable
- Independent and Accountable
- Capable of navigating organizational dynamics

## **Organization Description**

CreatEd Institute operates on the assumption that the Kingdom of Heaven is most clearly communicated in a culture of honor where individuals serve one another with humility, unity, and love. The unique approach to education that our students enjoy is reflected in our operational structure that provides a direction, resources, and community, but not a step-by-step process to achieve objectives. Therefore, it is the responsibility of the individual to demonstrate their ability to learn, communicate, ask for help and develop their positions into a valuable part of the organization. Our hierarchy of service provides members of the team, as well as our students, with the *structures of freedom* required to learn, thrive, and grow into the gifts and callings that are on their lives.