

Creative Ministry Coordinator

EagleNaz Church | Meridian, Idaho

Full-Time

Salary:TBD

About EagleNaz

EagleNaz is a church committed to helping people **Love God and Love People**. We are a growing, multi-generational church passionate about creating meaningful worship experiences, clear communication, and opportunities for people to connect and grow in their faith.

Position Overview

The Creative Ministry Coordinator provides operational leadership for the Creative Arts and Communications teams. This role ensures that ministry events, services, and communication efforts are organized, timely, and executed with excellence.

This person will manage workflows, coordinate ministry requests, and help move projects from idea to execution—freeing up team leaders to focus on creativity, leadership, and ministry impact.

Work Schedule

Primary Work Days:

Monday – Thursday + Sunday Services

Weekly Rhythm:

- **Monday–Wednesday:** Planning, coordination, project management
 - **Thursday:** Final preparation for Sunday
 - **Sunday:** Service support, online experience, and coordination
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What You'll Do

Project & Workflow Management

- Manage all creative and communications projects from request to completion
 - Build and track timelines using project management tools (ClickUp)
 - Assign and follow up on tasks with team members
 - Ensure projects are completed on time and with excellence
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Ministry Event Coordination

- Serve as the primary point of contact for ministry event requests
 - Gather and clarify event details with ministry leaders
 - Create clear promotion plans and timelines
 - Coordinate design, tech, and communication needs across teams
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Communications Coordination

- Maintain the church communications calendar
 - Coordinate email, social media, and website updates
 - Work closely with the design team to ensure timely deliverables
 - Help ensure events are communicated clearly and effectively
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Sunday Service & Online Experience

Online Service Coordination

- Work with the tech team to ensure all online services are:
 - scheduled correctly
 - set with accurate service times
 - aligned with expected service length
- Confirm all platforms are ready prior to services

Online Engagement (Chat & Response)

- Monitor and manage live chat during services
- Respond to comments, questions, and prayer needs
- Help create a welcoming and engaging online environment

Volunteer Development (Future Growth)

- Train volunteers to manage chat and digital connection points
 - Develop simple systems for consistent online interaction
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Sunday Service Coordination

- Assist with weekly service planning and logistics
 - Maintain service run sheets and key details
 - Help coordinate communication between worship and production teams
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Team & Volunteer Support

- Assist with volunteer communication and scheduling
 - Support worship, production, and creative teams
 - Help maintain Planning Center systems and organization
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What We're Looking For

Key Traits

- **Proactive:** You take initiative and move things forward
 - **Highly Organized:** You bring order to complex projects
 - **Strong Communicator:** You work clearly and confidently with people
 - **Detail-Oriented:** You follow through and ensure nothing slips through the cracks
 - **Calm Under Pressure:** You handle busy seasons and shifting priorities well
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Skills & Experience

- Experience managing multiple projects and deadlines
 - Comfortable with project management tools (ClickUp, Asana, etc.)
 - Familiarity with Planning Center is a plus
 - Strong organizational and communication skills
 - Basic understanding of communications, events, or creative workflows
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Spiritual Expectations

- A growing relationship with Jesus Christ
 - Alignment with the mission and values of EagleNaz
 - A heart to serve people and support the ministry of the church
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What Success Looks Like

In this role, you will:

- Keep projects and events organized and on track
 - Reduce last-minute requests and confusion
 - Improve communication across ministries
 - Ensure online services run smoothly and feel engaging
 - Help our team operate with clarity and excellence
 - Create systems that support ministry growth
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Why This Role Matters

This role plays a key part in helping people connect to the life of the church—both in person and online. By ensuring events and services are communicated and executed well, you help create opportunities for people to take next steps in their faith.

How to Apply

Please send your resume and a brief note about why you're interested in this role to:
brady@eaglenaz.com

Final Note

We're looking for someone who thrives behind the scenes—someone who loves organizing, coordinating, and helping teams succeed. If you enjoy bringing clarity to chaos and helping people do their best work, this role is for you.