



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Local Compassion Coordinator

EFFECTIVE/REVISED: Aug 2026

SUPERVISOR'S TITLE: Local Compassion Director

DEPARTMENT: Compassion

CAMPUS: X Central

LEADERSHIP LEVEL:

- ☐ EXECUTIVE
- ☐ DEPARTMENT HEAD
- ☐ DIRECTOR
- ☒ COACH
- ☐ LEADER
- ☐ STAFF

EXEMPT CLASSIFICATION:

- ☐ PASTOR
- ☒ MINISTER EXEMPT
- ☐ EXEMPT
- ☐ NON-EXEMPT

PAYROLL STATUS:

☒ FULL TIME	☐ PART TIME	WEEKLY HOURS: 40
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Eastside's unofficial motto is "This Is For Everyone." Eastside's mission is to Pursue God, Build Community, and Unleash Compassion. If you're looking to be part of a team that is strategically focused on reaching people far from God, values inspirational leadership, and is intentional about promoting a healthy staff culture, Eastside might be the place for you.

As the Local Compassion Coordinator, you will help lead the day-to-day operation of Eastside's Local Compassion ministry, carrying initiatives and serving opportunities from first plan through final delivery. In this role you will engage our local outreach partner relationships directly, mobilize and care for the volunteers who serve alongside them, and fill whatever gap stands in the way. You will work alongside the Local Compassion Director and our campus and ministry teams to grow into deeper ownership of partner relationships, leader development, and strategy over time.

The ideal candidate will be a developer of leaders and a steward of details, able to hold multiple partner commitments at once without losing sight of the people on both ends of them. They will believe that excellence honors God- that a well-run checklist and a well-prepared volunteer are exactly what free a team to be fully present with the neighbor in front of them. They will be shapeable and eager to align with the model already in motion, bringing a can-do attitude and the flexibility this work asks for on weekends and in the gaps. They will cherish the richness our differences bring, remaining a continuous student of cultures and people different from them, and

trusting that our partners are the experts in the communities they already serve. They will speak the truth in love with the leaders they coach, and guard their own rest and relational boundaries with the same care they extend to the people they send.

01. Summary of Position

The Local Compassion Coordinator will be responsible for the day-to-day operation of Local Compassion activity across all campuses.

02. Ministerial Functions:

- Provide management of ministry through monitoring and maintaining the objectives of the Compassion Department of the church.
- Work in tandem with the other Local Compassion Central Team Members to engage with local outreach partners to further carry out the objectives of the Compassion department.

03. Supervisory Responsibilities:

- Supervises volunteers within the Compassion department.

04. Duties and Responsibilities:

- Carry out weekend initiatives for Local Compassion (staffing of volunteers, gathering supplies, meeting with Central team to coordinate, leading changemakers).
- Help coordinate Local Initiatives + Serving Opportunities/Events
 - Fill in gaps (ie shop for gifts not purchased, make delivery plans, etc)
 - Anaheim campus holiday execution (scheduling changemakers, coordinating w/ partner leads)
- Work with Compassion Crew to execute Compassion tasks on a regular basis (making deliveries, finding volunteers when needed, etc.). (recruitment, care, deployment)
- Manage Rock opportunity approvals for SoCal partner leads
- Oversee Local Partner Leads and Coaches along with Local Director
- Engage in Local Compassion partner relationships in tandem with the Local Compassion Director and other key changemakers
- Help project manage, gather and meet needs for local partners when needed via our forms process (ie purchase gift cards and deliver to partners)
- Coordinate/Execute Compassion projects/activities at the direction of Local Director with Next Gen, Ministries and Changemaker teams
- Support the established Benevolence process as needed, including communication, community resource mapping, and logistical support
- Process Partner Request Forms from Local Partners as needed

05. Qualifications:

- 2+ years of related experience either as a Campus Staff member and/or in a similar profession or changemaker role.
- Must have a passion for compassion
- Must be in line with our mission, vision, values globally and locally
- Must be shapeable

- Must be able to implement current strategies in line, eager to align the existing model to current model
- Must have a can-do attitude
- Must be flexible and adaptable
- Must be a continuous student about cultures and people different from them
- Must have availability during the week to meet with Compassion team Tues-Fri for meetings such as:
 - Local Compassion staff meeting
 - Compassion Central Team meeting
 - Campus and Compassion meetings w/ Changmakers
 - 1 on 1s w/ Supervisor
 - Potential local partner meeting as needed
 - Central team meeting as needed
- Work location has some flexibility depending on meeting schedule.
- Available on weekends to represent Compassion at any SoCal Campus before/after and during weekend services or oversee volunteers that do so when not available.
- Must have computer skills in google docs/sheets, slack, Monday.com, Planning Center or be willing to learn. Will be trained in Rock
- Special requirements/training/additional qualifications:
 - Displays leadership qualities (able to lead a team of Compassion changemakers)
 - Detail-oriented - with the ability to assess and quality control current systems and processes and how they are being utilized
 - Self-Starter with excellent communication and interpersonal skills
 - Highly collaborative
 - Time management skills
 - High EQ
 - Values and maintains self care and relational/emotional boundaries which is essential to combat burnout
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06. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church
- Attendance at Ministry Team meetings and department meetings is required
- This Job Description will be reviewed at least annually with the position's supervisor.
 - Set to review job description by August 30, 2027.
- This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position's supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.

07. Physical Demands & Work Environment:

- Must be able to lift and / or move up to or more than 20 pounds
- Must be comfortable sitting and standing for extended periods.

We concur with this Job Description.

Staff Member

Supervisor

Date