



Position Title: Mission Coffee Coordinator

Status: Part-time (10-15 hrs a week)

Reports To: Mission Coffee Director

Location: Minot Campus

Revised: 01/22/25

Position Description

The Coffee Shop Coordinator is responsible for overseeing the operations of Mission Coffee. This individual will manage volunteer teams, maintain the coffee shop's inventory, and create an inviting environment that supports the ministry and community of The Pursuit Church. Regular operation times include Sunday mornings, Wednesday evenings during Momentum, and once a month for the Young Adults Ministry, with occasional support for special events.

Responsibilities

- Recruit, train, and schedule volunteers to serve in the coffee shop.
- Provide leadership, encouragement, and guidance to volunteers, ensuring they feel supported and equipped to serve.
- Open and close the coffee shop on Sunday mornings, Wednesday evenings, and during scheduled ministry or special events.
- Ensure the shop is clean, organized, and fully stocked.
- Collaborate with leadership to introduce new menu items or promotional products.

Qualifications

- Ability to train and lead a diverse group of volunteers.
- Experience in customer service, food service, or coffee shop operations preferred.
- Passion for ministry and creating an inviting environment at Mission Coffee.
- Flexibility to work Sunday mornings, Wednesday evenings, and occasional special events.

-Basic understanding of inventory management and financial transactions.

Personal and Spiritual Requirements

- Professes Jesus Christ as Lord and Savior
- Commit to personal spiritual growth and a healthy lifestyle
- Participate in the life of the church (groups, serving, giving, worship) - Model the standards and expectations of leaders within The Pursuit (as outlined in scripture), including:
 - Personal integrity and moral responsibility
 - Abstain from illegal substances and excess alcohol
 - Use social media responsibly

Compensation and Hours

- Compensation will be based on the experience and qualifications of the applicant
- This is a part-time, hourly-rate position.

How to Apply

- Provide a current resume.
- Two letters of recommendation (one of which is a character reference from nonfamily).
- Video Application - share with us your desire to apply for this role and what qualities you possess that make you stand out as the right hire for the team.
- Send a complete application to: hello@thepursuit.church