



CANYON HILLS
COMMUNITY CHURCH

JOB DESCRIPTION:

**SOUTH EVERETT
EARLY CHILDHOOD
COORDINATOR**

22027 17th Ave Se
Bothell, WA 98021

info@chccbw.org
425-488-4121

CONTACT:

JON HUFF

DIRECTOR of
ADMINISTRATION

SOUTH EVERETT EARLY CHILDHOOD COORDINATOR

Canyon Hills Community Church | Washington

CANYON HILLS COMMUNITY CHURCH is a thriving church community located in the suburbs of Seattle. Planted in 1995, the church has grown to more than 5,000 weekly worshipers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of “making more and better disciples of Jesus Christ.” Community, creativity, and collaboration are at the heart of the workplace at Canyon Hills. Are you interested in making an impact with the good news of the gospel? Join us.

THE ROLE AT A GLANCE:

As we expand our ministry to our South Everett Campus, we are seeking an Early Childhood Coordinator who is committed to the mission of Canyon Hills Community Church and is a gifted, experienced, and skilled leader in kids’ ministry. We are looking for someone who has a clear vision and strategy for nursery and preschool ministry and can lead a team of volunteers to better impact our community and the world with the gospel.

WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

Because we value multi-generational ministry, it is imperative that we pour into the next generation of followers of Jesus. Our goal is to facilitate ministry in a safe, welcoming, and engaging environment. The Early Childhood Coordinator will provide leadership volunteers of South Everett in an environment of love, care, and encouragement. Equipping leaders and parents to teach and disciple their children is at the heart of this position.

IN YOUR NEW ROLE, YOU WILL:

- Support the Lead Pastor in carrying out the mission and vision of the church
- Oversee the administration of Preschool Programs, establishing goals for the ministries and implementing strategies for growth and evangelism
- Develop an ongoing and cohesive strategy to enlist and nurture volunteer leaders through training, encouragement, and relationship building
- Coordinate an annual calendar for Preschool Ministries for Sundays and other events
- Compose and monitor the Preschool and Nursery Ministry budgets for South Everett
- Fulfill other ministry duties as needed.

IN THIS ROLE, YOU WILL REPORT TO:

South Everett Kids Ministry Director



WHAT YOU WILL NEED TO SUCCEED:

- A growing relationship with Jesus
- Experience leading, coaching, or directing volunteers, ideally in a kids' or children's ministry setting
- Working knowledge of child safety best practices, background check processes, and classroom safety protocols
- Comfort and competency working with children directly, not just managing programs from behind the scenes
- A church-planting or start-up mindset, i.e. the ability to build systems, teams, and culture from the ground up rather than maintain something already established
- Flexibility and resilience to operate with ambiguity as South Everett's ministry model takes shape
- Experience developing or adapting curriculum for different age groups
- A genuine heart for ministry, especially for children and families
- Creative, organized thinking with the ability to manage competing priorities
- Excellent written and verbal communication skills
- A team-first mentality with a strong work ethic and the ability to multi-task
- Strong people skills, including the ability to give and receive feedback with a positive, encouraging attitude toward staff and volunteers
- Servant leadership with the ability to thrive in a dynamic, collaborative environment
- Theological alignment with CHCC and the ability to communicate within the boundaries of Canyon Hills doctrine
- Commitment to the mission and purposes of CHCC
- Membership at CHCC upon hire

WHY CHOOSE CANYON HILLS?

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff members are well-loved and cared for. Full-time employees enjoy a compensation package including healthcare (with dental and vision); health savings account (HSA); a generous retirement match; and life insurance. We also offer unique professional development opportunities—opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.

- Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 5000 weekly worshipers.
- Through the generous support of Canyon Hills, our Global partners take the mission of making more and better disciples around the world.
- The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank.
- More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
- The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
- College-level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
- Canyon Hills Worship not only provides passionate weekly worship experiences but also provides recordings for the church to worship with throughout the year.
- Excellent ministry provided for children and students, draws many to the Canyon Hills family.



OUR STAFF CORE VALUES:

More than words on a page, our staff values drive our actions and impact every level of our practice. We're building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

COMMITMENT

We value a commitment to God-glorifying ministry done with excellence.

"Whatever you do, work heartily as for the Lord and not for men." Colossians 3:23

CARE

We value care for people that is personal, loving, and fun.

"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

COLLABORATION

We value collaboration that advances God's kingdom in prayerful, humble, and creative ways.

"And let us consider how to stir up one another to love and good works." Hebrews 10:24

COMMUNICATION

We value communication that is clear, loving, and timely.

"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Colossians 4:6