CEF of South Carolina Inc. Employment Opportunity Description

CEF® is a Bible-centered, interdenominational, worldwide organization, composed of born-again believers whose purpose and mission are to evangelize boys and girls with the Gospel of the Lord Jesus Christ, disciple them in the Word of God, and establish them in a Bible-believing church for Christian living.

Prayer Coordinator Assistant to the State Director for CEF of South Carolina Inc.

The Prayer Coordinator Assistant to the State Director is an executive assistant to the state director responsible for prayer support and development throughout the state. Reports to the state director. Part-time office position working 5-10+ hours per week. Flexible but consistent office hours may be considered between 9AM till 5PM, Monday through Friday. Compensation is $12.00-$14.00 per hour depending upon qualifying factors. Consideration of increased compensation can occur within 6 to 12 month.

Prayer Coordinator Position Summary

The Prayer Coordinator is responsible for developing, coordinating, and supporting the prayer ministry of Child Evangelism Fellowship of SC. This position helps cultivate a strong culture of prayer throughout the organization by organizing prayer opportunities, communicating prayer needs, engaging volunteers, and encouraging staff and ministry partners to participate in prayer.

The Prayer Coordinator will work closely with organizational leadership to ensure that prayer remains an integral part of the organization's mission, ministry, and outreach.

Essential Responsibilities

- Coordinate and oversee the organization's prayer ministry and prayer initiatives.
- Develop and maintain a network of prayer partners and volunteers.
- Organize prayer meetings, prayer gatherings, prayer calls, and other prayer opportunities.
- Collect, organize, and appropriately communicate prayer requests.
- Maintain confidentiality and exercise discretion when handling sensitive prayer requests.
- Develop regular prayer communications, including prayer updates, newsletters, emails, or other resources.
- Encourage staff, volunteers, ministry partners, and supporters to actively participate in prayer.
- Work with leadership to identify organizational and ministry priorities that should be included in prayer initiatives.
- Coordinate special prayer efforts surrounding events, programs, ministry activities, and organizational needs.
- Recruit, train, encourage, and support prayer volunteers.
- Maintain accurate records of prayer partners, participation, and prayer activities as appropriate.
- Assist with creating prayer resources, devotionals, prayer guides, and other materials.

- Represent the organization professionally and positively when communicating with prayer partners and supporters.
- Participate in staff meetings and other organizational activities as requested.
- Perform other duties as assigned.

Qualifications

- Demonstrated personal commitment to prayer and the mission of CEF of SC.
- Experience coordinating volunteers, ministry activities, or prayer initiatives preferred.
- Strong written and verbal communication skills.
- Ability to build relationships with staff, volunteers, supporters, and ministry partners.
- Strong organizational and administrative skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Comfortable using email, Microsoft Office, and other communication or organizational tools.
- Ability to work independently while also functioning effectively as part of a team.
- Alignment with the organization's mission, values, and statement of faith, as applicable.

Key Competencies

- Prayer & Spiritual Leadership
- Communication
- Relationship Building
- Organization & Follow-Through
- Volunteer Coordination
- Confidentiality & Discretion
- Teamwork
- Initiative & Reliability

Success in This Role

Success in this position will be demonstrated by a growing and engaged network of prayer partners, consistent communication of appropriate prayer needs, well-organized prayer opportunities, strong volunteer engagement, and an increasing culture of prayer throughout the organization.

The Prayer Coordinator will support and maintain administrative operations of **Child Evangelism Fellowship® of South Carolina** in support of the state director's role.