

STERLING COLLEGE

Job Description Women's Ministry Coordinator 2026

Reports to: Campus Pastor

Classification: Part-time, hourly (non-exempt)

Description: The Sterling College Women's Ministries position is responsible for fostering spiritual growth, discipleship, and community among students on campus. This role plans and leads weekly Women's Ministries gatherings, develops and facilitates devotionals, and creates opportunities for students to deepen their faith and build meaningful relationships. The position supports spiritual formation through mentorship, prayer, Bible study, and special events while helping cultivate a welcoming and Christ-centered environment. This person will work closely with Spiritual Life team members to support the mission and spiritual life of Sterling College.

Qualifications:

A qualified candidate must have a personal commitment to Jesus Christ and support the Christian character and mission of Sterling College. The candidate must also possess a clear understanding of and ability to articulate the essentials of a Christian liberal arts college.

- Demonstrated spiritual maturity and a growing relationship with Jesus Christ.
- Passion for discipleship, mentoring, and encouraging spiritual growth among students.
- Strong understanding of Scripture and the ability to develop and lead meaningful devotionals and Bible studies.
- Excellent interpersonal and communication skills.
- Ability to build relationships and foster a welcoming, Christ-centered community.
- Strong organizational and event-planning skills.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain confidentiality and exercise sound judgment when supporting students.
- Dependable, self-motivated, and able to manage responsibilities effectively.
- Flexibility to attend and participate in evening, weekend, and special ministry events as needed.

Responsibilities:

- Plan and prepare weekly Friday Women's Ministry gatherings for women on campus.
- Develop and lead devotionals that address the unique challenges faced by college women while promoting spiritual growth.
- Facilitate Bible studies, prayer groups, and discipleship opportunities throughout the semester.
- Build relationships with female students and provide encouragement, support, and spiritual mentorship.
- Provide resources and referrals for students seeking additional spiritual guidance or support.
- Pray regularly for students and campus needs, fostering a culture of prayer within the ministry.
- Assist in developing annual goals and evaluating the effectiveness of ministry programs.
- Encourage leadership development by identifying and mentoring emerging student leaders.
- Support and encourage healthy Christian relationships, personal growth, and spiritual formation among female students.
- Maintain communications with participants and follow up with students to encourage ongoing engagement.

Essential Job Functions:

- Must be able to push, pull, and lift a minimum of 50 pounds.
- Must be able to walk up and down stairs and climb ladders.
- Must be able to coordinate movement of the fingers and hands as well as have adequate dexterity and strength to complete tasks.
- Must be able to stand or sit for long periods of time.
- Must be comfortable working in a fast-paced, performance environment.

Education/Experience:

- Bachelor's degree preferred.
- Experience in church, campus, or student ministry and a passion for discipleship and spiritual formation are preferred.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at anytime with or without notice.