



## OPERATIONS & PROGRAM COORDINATOR | Part-Time | Hybrid

Arise Student Ministry, Inc. | Central Indiana

### ABOUT ARISE - [ARISE STUDENT MINISTRY](#)

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Arise creates space for **high school students** to explore faith around tables where honest questions arise — and where the next generation connects to the local church, **during the school day**. Students leave school with full approval and attendance credit to gather at a nearby church for real conversation about faith, identity, and purpose.

At its heart, Arise exists to bring hope, purpose, and the Gospel to high school students, and to elevate the **local church** in the process. We put tools in the hands of local pastors, leaders, and churches to reach students who would never walk into a church on their own — extending the church's reach into the one place it's never been able to go before: the school day.

### THE ROLE

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The Operations & Program Coordinator keeps the operational backbone of Arise running smoothly. As Arise grows across multiple schools and communities, this role ensures that every program location has the systems, forms, materials, and support it needs to thrive — freeing program leaders and the Executive Director to focus on relationships, coaching, and vision.

*This is a behind-the-scenes role for someone who loves bringing order, follow-through, and excellence to the details that make a mission run. It reports directly to the Executive Director.*

### WHAT YOU'LL OWN

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#### Registration & Eligibility

- Maintain accurate and up-to-date eligible-student lists for each partnering school
- Ensure registration and parent-permission forms are completed, collected, and properly stored
- Send eligibility lists to schools on program mornings (time-sensitive)

#### Attendance & Reporting

- Oversee and manage online attendance systems for host locations using a CRM
- Submit attendance reporting to schools on program afternoons (time-sensitive)
- Troubleshoot tracking and data issues as they arise

#### Compliance & Volunteer Processing

- Process and track volunteer background checks
- Maintain documentation and records aligned with Arise's compliance standards

#### Host Church & Program Support

- Ensure each host church has the forms, materials, and curriculum resources its program needs
- Manage user access and permissions in the CRM for host churches, leaders, and volunteers
- Serve as a reliable point of contact for host church operational needs
- Periodically attend programs in-person as a support to host churches and church partners

#### Storytelling Logistics

- Collect photos and session highlights from program locations and route them for marketing use



- Track attendance trends and manage data-collection points i.e. online surveys, interest forms, and other intake to surface insights that strengthen programs and storytelling

#### WHAT YOU NEED FOR SUCCESS

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- **Detail-oriented and organized** — you find satisfaction in accurate lists, meeting deadlines, and assuring systems run as planned.
- **Tech-comfortable** — experience with CRMs, spreadsheets, online tracking systems, and ability to learn new tools quickly.
- **Confident phone communication** — this role requires regular phone contact with schools, churches, vendors, and volunteers. You're comfortable picking up the phone to resolve issues directly in a warm and professional manner. You are a problem solver who enjoys engaging with people to bring about a win-win resolution.
- **Dependable and proactive** — you follow through, get things done, anticipate needs, solve problems before they grow, and can confidently make decisions.
- **Mission-aligned** — Agreement with and ability to represent Arise's Christian mission, values, and statement of faith to schools, churches, and families.

*Experience in nonprofit administration, church operations, school systems, or program coordination is a plus.*

#### THE DETAILS

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- **Hours:** Part-time, 20 hours per week.
- **Pay:** \$20 per hour (W-2 employee).
- **Schedule:** Flexible, with the expectation of availability during program days for time-sensitive morning (eligibility) and afternoon (attendance) tasks, recurring staff meetings, and occasional program observations.
- **Location:** Hybrid.
  - Occasionally observe programs in-person.
  - Occasionally attend meetings at Arise's Headquarter Office:  
13110 Harrell Pkwy, Ste 100,  
Noblesville, IN 46060.
  - Work from home, or from any [CoHatch location](#) — an unlimited co-working membership is included.
- **Start date:** As early as July 1, 2026. Ongoing role.
- **Requirement:** Must successfully complete a background check.

#### TO APPLY

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Email your résumé and a cover letter about why the mission of Arise resonates with you to [info@arigestudents.org](mailto:info@arigestudents.org). We'd love to hear from you.