



Change Agency Coordinator 2025 Job Description

Scope and Position Responsibilities:

The Change Agency Coordinator will work closely with the Change Agency Director to organize, plan, and execute operational and event-related tasks for the Change Agency program—an entrepreneurial incubator for Legacy Fellowship Fellows pursuing wealth-building through business ownership. This role supports day-to-day program operations, event logistics (including Pitch Nights and workshops), participant data tracking, and administrative coordination related to business curriculum and coaching support. The ideal candidate thrives in a detail-oriented, fast-paced environment and is passionate about empowering individuals on their entrepreneurial journey.

Department: Legacy Fellowship

Supervisor: Change Agency Director

Major Areas of Responsibility

- Program Operations & Administrative Support
- Event Management & Execution
- Curriculum & Assignment Coordination
- Data Management & Reporting
- Communication

Program Operations & Administrative Responsibilities (40%)

- Ensure that all program activities operate consistently within the mission and values of CrossPurpose
- Works closely with other teams and centralized departments to ensure effective programmatic coordination and communications between the departments
- Coordinate program calendars, scheduling, and weekly logistics for workshops, coaching sessions, and business training events.
- Prepare and organize weekly curriculum materials, assignments, and tools for participants and coaches.
- Track Change Agent attendance, assignment completion, and milestone progress for program compliance and success tracking.
- Serve as the point of contact for ongoing communication with Change Agents regarding scheduling, reminders, and key deadlines.
- Manage supply inventory and prep needs for weekly programming and events.
- Complete and submit stipend and expense tracking reports accurately and on time.
- Provide admin support to Coaches and guest speakers as needed.
- Track expense receipts and complete monthly expense reports
- Perform other job-related duties and responsibilities that will be assigned from time to time.



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Event Management Responsibilities (40%)

- Attend all scheduled gathering events
- Foster the development of the community in a constantly changing environment.
- Coordinate room setup, food, materials, signage, and technical needs for events.
- Help manage volunteer support for event nights and coordinate needed training.
- Collaborate with Communications team to promote events and share Change Agent highlights when appropriate.
- Support planning, logistics, and execution of Change Agency events, including:
 - Monthly workshops
 - Pitch Nights
 - Program graduations
 - Recruitment info sessions

Curriculum & Assignment Coordination

- Organize and maintain all curriculum files and make weekly copies/prep available for coaches and participants.
- Manage and track assignment submissions and ensure Change Agents are meeting benchmarks.
- Work alongside VP to refine tools and adjust delivery based on feedback and evolving program needs.

Data Management Responsibilities

- Input, update, and maintain accurate Change Agent records using Salesforce and internal tracking systems.
- Monitor Change Agent engagement and performance, flagging risks or needs to Coaches and VP.
- Assist with program outcome reporting and end-of-program assessments.
- Support survey deployment and data collection related to business development, financial milestones, and long-term impact.
- Create and enforce policies for effective data management

Qualifications

- Cultural competency and sensitivity with groups and individuals representing a variety of needs, abilities, and socioeconomic backgrounds.
- 2+ years of administrative, program coordination, or small event management (10-200 attendees)
- Strong written and verbal communication skills.
- Administratively focused
- High attention to detail with excellent organizational and follow-up skills.
- Ability to work in a team environment.
- Ability to respond flexibly to a fluid and evolving program environment.
- Ability to problem-solve, multi-task, complete work on time, and work independently.
- Proficient in Google Suites and other software.
- Deep passion for the CrossPurpose mission and values.
- Employees must provide their own working laptop and smartphone.



- Strong commitment to Christian faith.

Hours, Compensation and Benefits

Hours: 40 hours/week: Core Hours are Monday - Friday, 9a-3p. One night a week is required for Change Agency Cohort meetings (until 8:30-9p).

Salary/Wage: \$55,000 - \$66,00 annually (Support Specialist I)

Vacation: 15 days per year, plus the office is closed Christmas Day - New Year's Day and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, worker's compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook.