

Job Title:	Connections Coordinator
Area of Church Operations:	Operations
Reports to:	Executive Director of Operations
Classification:	Non-exempt
Status:	Part-Time Employee

SUMMARY

The Connections Coordinator position provides overall support for congregants. S/he serves as a liaison for Guest Services ministry volunteers.

ESSENTIAL FUNCTIONS

- Assists with the implementation of Guest Services and Connections ministries
- Oversees, develops, and implements Planning Center Online (PCO) workflows for congregants, including Connection Cards and White Flags
- Develops practices and recommends strategies for Guest Services
- Maintains PCO for volunteers' information and schedules
- Oversees, recruits, trains, develops, and leads volunteers for Guest Services
- Ensures volunteer presence at weekend services and special events
- Coordinates Discover Faith classes
- Works with Deacons to coordinate and execute communion
- Performs other duties as needed

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High School diploma or equivalent
- At least two years of relevant experience required
- Excellent verbal and written communication abilities
- Excellent organizational skills and attention to detail
- Proficient in the use of Microsoft Office or Apple iWork (Pages, Numbers, etc.), Outlook, and an aptitude to learn other software applications
- Group management, problem-solving, and conflict management skills

- Demonstrated ability to train and motivate volunteers to provide quality services
- Collaborative work style with a proven ability to develop strong relationships

TIME COMMITMENT

16 hours per week

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

The physical demands of this job require frequent sitting, standing, walking, bending, lifting, and use of hands and arms.

WORK ENVIRONMENT

This job operates in both a multipurpose area (for services) and in an office environment. The employee routinely uses standard office equipment such as computers, phones, and photocopiers.

OTHER DUTIES

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 any time with or without notice.

SIGNATURE

Employee signature below constitutes employee's understanding of the essential functions, requirements, and duties of the position.



Employee_____ Date_____