

FIRST CONNECTIONS COORDINATOR (1/18)
Job Description

Status

Part-time - Flexible work hours including weekends

Preferred hours each week

Saturday worship service (6pm)

Sunday morning worship service (8:30am-12pm)

Avg. 15-20 hours in office Mon-Thurs.

Minimum Education Requirements

High School Diploma

Preferred Skills and Qualifications

- Excellent problem solving skills with the ability to think on your feet
- Clear and professional communication via email and face-to-face interaction
- Must be a self-starter and see projects from beginning through completion
- Must be task and detail oriented
- Must have superior organizational skills and accuracy
- Experience with Microsoft Office, database entry, and invoicing/accounts payable

Primary Job Responsibilities:

- Serves in support role to First Connections Director
- Recruits and schedules First Connections volunteers
- Provides support to First Connections volunteers
- Works with other Worship Support and Hospitality weekend staff members
- Attends worship planning meetings and coordinate and communicate details to applicable staff and all First Connections volunteers
- Tracks guests utilizing the church database
- Writes POs and tracks department budget
- Other duties as assigned by the First Connections Director

Although your main focuses as First Connections Coordinator are listed above, you will be part of the greater First Connections team and in partnership with all ministry programs and staff members. This means that there are a wide variety of responsibilities that are inherent to the program. These responsibilities might include but are not limited to:

- A commitment and passion for helping others reach and maintain the vision of the church to make disciples of Jesus Christ who will love God, love others, and serve the world
- Outstanding leadership and customer service skills
- Passionate attention to detail and a commitment to maintaining a culture of excellence
- Possessing a positive attitude and teamwork mentality
- Willingness to assist where needed, when needed (no job is too small)
- Assistance with other jobs that may fall on the First Connections department as we continue to grow