

Houston Northwest Church Job Description

Job Title: Connections Coordinator
Reports To: Director of Connections and Communications
FLSA Status: Hourly, Non-Exempt, Part-Time (28 hours/week)
Approved By:
Approved Date:

Job Overview

The Connections Coordinator will assist the ministry director to ensure that everyone who steps onto our campus receives extravagant/radical hospitality and that every person is provided with the opportunity to get connected. The Connections Coordinator will take a leadership role in managing the volunteers who serve in connections and guest services on Sunday mornings and throughout the week. Some Sunday or weeknight hours will be expected. In addition, this role will be engaged with all ministry areas to provide input in hospitality and guest services aspects for all campus events.

Personal Beliefs and Behaviors

The successful candidate must be a fully devoted Christ-follower and fully support the ministry of Houston Northwest Church and its leadership team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. His/her daily walk with God will be an example to others with which he/she interacts. In addition, the candidate should exhibit:

- A gracious, Christ-like demeanor
- A teachable spirit
- Servant leadership with a heart for seeing others grow toward Christ
- An outgoing personality with strong interpersonal skills
- The ability to be flexible in an environment that changes often
- Creativity and collaboration
- Initiative, perseverance and a helpful, "whatever it takes" attitude

Qualifications

The successful candidate will be a self-starter who is equally comfortable working independently and in a team environment. The candidate must be detail oriented and self-motivated with strong organizational abilities and excellent oral and written communication skills. Proficiency in Microsoft Office Suite is a must. This candidate should be able to recruit, train and inspire teams of volunteers.

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Responsibilities

The responsibilities listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General & Administrative

- Participate as a member of the Connections and Communications ministry team, brainstorming and strategizing ways to connect and communicate with all publics (internal and external).
- Be present and work at two worship services each month (approx. 4 hours/Sunday) plus one Wednesday evening during most months.
- Assist in strategically streamlining systems and processes for all connection points.
- Develop expert-level competence in church database system.
- Enter calendar requests and oversee resources needed for all connections activities.
- Create and maintain current name badges for connections volunteers.
- Ensure I'm New Here web page always has current information and maps for website visitors.
- Work with ministry Director to process resource requests, purchase orders, check requests, etc.
- Ensure Worship Center, Adult Building and future Commons areas are stocked, set and ready for weekend worship experience.

Connections Activities & Events

- Ensure weekly Connect Cards are entered in church database.
- Follow up with guests and members regarding "next steps."
- Assist with monthly Coffee & Conversation event, including administrative follow-up.
- Assist with monthly Membership Class, including administrative follow-up.

Serving & Volunteer Activities

- Facilitate quarterly Serve Connect opportunities.
- Connect those interested in serving opportunities with the appropriate ministry area.
- Serve as liaison between volunteer coordinators and ministry director – assisting with communication, scheduling, volunteer recruitment, training, volunteer gear and appreciation tokens/events.
- Assist in keeping HNW 360 tour script and all connections team guidelines updated and distributed.

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- Work with director, volunteer coordinators and uniformed officers to ensure safety and security across campus.
- Keep Safety Center app updated.
- Assist in organizing bi-annual churchwide volunteer appreciation event.
- Assist in organizing volunteers and determining connections aspects of major church events such as Easter, Christmas, grand openings, fundraising campaigns, etc.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. It is a nonsmoking environment.

Comments

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.