



# FAITH LUTHERAN CHURCH

Inclusive Grace. Contagious Love.

**JOB TITLE:** Connections Coordinator

**EFFECTIVE DATE:** October 15, 2022

**FLSA STATUS:** Non-exempt; required to provide timesheets

**POSITION REPORTS TO:** Senior Pastor

**MINISTRY COMMITTEE SUPPORT:** Connections Ministries

**OBJECTIVE:**  
Coordinate volunteers and support church ministries.

**HOURS:** Part time – 20 hours a week

## **SUPERVISION**

### **Sunday Custodians**

Role is supervised by the Senior Pastor

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- Equip, enable and encourage FELC members to discover, develop and use their gifts, talents, experience, and passion in ministry toward fulfillment of our mission: ***To Learn, Serve and Share the Gospel of Jesus Christ***
- Be present frequently Sundays and Wednesdays to recruit and ensure volunteers are equipped.
- Leads the charge to recruit volunteers and provide for adequate training.
- Support the Communications Team, assist with mailings and copy edit church publications as needed.
- Input and manage Realm data, especially new information from Connect Cards and website inquiries.
- Support Youth and Family Minister with administrative tasks related to IGNITE, BURN, and GLOW.
- Coordinate with small groups and event leaders to ensure they have the equipment and materials they need when they meet.
- Answer phones and greet people at the front desk as needed.
- Ability to handle special tasks/projects as assigned by Senior Pastor, Associate Pastor and Council.

**REQUIRED KNOWLEDGE, SKILLS & ABILITY:**

- Good communications skills in English, both written and verbal. Demonstrated ability to communicate effectively and efficiently, both orally and in writing to congregational members, staff and general public.
- Ability to multi-task and work well in a fast-paced environment.
- Positive, approachable attitude.
- Possession of effective problem solving and analytical skills.
- Ability to establish and achieve priorities in daily responsibilities.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees and other community members.
- Ability to perform essential functions of the position during office hours, committee meetings and church services/events.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency and professionalism.
- Proven ability to work in Realm data base or similar type.
- Strong time management skills.
- Ability to work independently and manage assigned projects without direct supervision.
- Ability to handle and effectively resolve problems.
- Ability to work with frequent interruptions.

**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.

- Sit for extended periods of time.
- To possess hand and arm (or equivalent) dexterity adequate to allow for use of keyboard and phones.
- To talk and hear with enough proficiency to allow for communicating with Congregational Members, staff, Council and community members by phone or in person.

**QUALIFICATIONS:**

- Post-secondary degree or technical school.
- 3+ years of related work experience with volunteers/volunteering.

*The examples given above are intended only as illustrations of various types of work performed and not necessarily all inclusive. This job description is subject to change as the needs of the Church and requirements of the position change. Faith Evangelical Lutheran Church reserves the right to change and/or edit any and all of the job duties as necessary.*

**NON-DISCRIMINATION POLICY:**

Faith Evangelical Lutheran Church will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.