



POSITION DESCRIPTION: Connections Coordinator

PRIMARY PURPOSE & FUNCTION

The Connections Coordinator oversees a potential new member's journey from the first time they request information about membership or Connection Groups until the time they become an established new member with a place in Connection Group and an active volunteer role.

KEY RESPONSIBILITIES

- Guest Follow Up
 - Respond to Guest communication cards each week using the First Colony Guest Follow Up system
- Connection Groups
 - Respond to requests for information on Connection Groups
 - Explain the "3 Easy Steps to Get Connected"
 - Make Connection Group recommendations
 - Contact group leaders and ask them to follow up with people wanting to visit their group
 - Assist people until they are settled into a Connection Group
- Membership
 - Respond to requests about membership
 - Explain steps to becoming a member
 - Send out invitations to the New Member Info Session
- New Member Info Sessions (NMIS)
 - Assist in scheduling and preparing for the event
 - Attend NMIS
 - Gather membership forms and Spiritual Gifts Assessments
 - Contact all NMIS attendees and discuss their next steps
 - Coordinate Elder visits and new member announcements
 - Review completed Elder visit cards
- New Member Follow Up
 - Check in with new members at scheduled times e.g. 30 days after placing membership, 90 days, 6 months
- Volunteering
 - Reviewing volunteer opportunities with new members and guests
 - Connecting new members and guests with Ministers and Program Staff
- Recording Keeping
 - Championing consistent and thorough member and guest records in the church database
 - Keeping a record of all notes, email scripts and communication in the church database

KNOWLEDGE & COMPETENCY REQUIREMENTS

- A champion of the church staff culture
- Detail oriented and organized
- Possess the ability to communicate promptly and effectively
- Possess the ability to maintain a composed countenance under pressure
- Flexible and work under pressure
- Reliable and a self-starter
- Team player
- Familiar with social media
- Proficient with the Microsoft Office Suite (Word & Excel)
- Must care about people and be able to build relationships

281.980.7070

2140 First Colony Blvd.

Sugar Land, Texas 77479

firstcolonychurch.org



POSITION DETAILS

Payroll Status: Non-exempt
Classification: Part-time
Schedule: 8-10 hours per week

STAFF CATEGORY

Office Staff

REPORTS TO

Connections Minister

CONSULTS WITH

Connections Team

TEAM LEADER

Connections Minister

EDUCATION REQUIREMENTS

High School Degree (some college
or college degree is a plus)

Interested candidates please submit your applicant package including a cover letter, resume and work samples to work@firstcolonychurch.org. Only candidates that submit a complete applicant package to the work@ email address will be considered for this position.

Issue Date: 9/12/18

Revision Date: 9/12/18

Revision No.: 2018.1

First Colony Church of Christ job descriptions are not comprehensive. They provide candidates with a general idea of what the job will entail. Actual job descriptions are subject to change based on the needs of the church and staff.

281.980.7070

2140 First Colony Blvd.

Sugar Land, Texas 77479

firstcolonychurch.org