



Connections Coordinator

Job Description

Summary

The Connections Coordinator oversees all aspects of the Connections Ministry to create a welcoming atmosphere for Sunday services and facilitate both newcomers and regular attendees connecting with others at First Free Church.

Accountability

This is a part-time, hourly position of approximately 20-25 hours per week. The Connections Coordinator is part of the Service Planning channel and reports to the Executive Pastor of Service Planning.

Responsibilities

- Work with staff and volunteers to cultivate a friendly, welcoming, and outward-focused culture at First Free.
- Develop and implement the Leadership Pipeline for the Connections Ministry.
- Work with team coordinators to recruit, train, and schedule volunteers.
- Develop and coordinate the guest pathway for welcoming newcomers, including Sunday morning touch points, follow-up contacts, and data entry.
- Lead a culture of community, prayer, and support in the Connections Ministry.

Personal Qualifications

Character and Commitment

- Is a committed follower of Jesus.
- Loves God and loves people well.
- Warm and hospitable with a great ability to connect with people.
- Demonstrates an authentic Christ-centered lifestyle.
- Attends and is committed to the vision, values, and beliefs of First Free Church.
- Committed to personal spiritual growth and sharing Jesus with others.
- Able to receive direction and correction with graciousness.
- Mature and discerning, able to brainstorm and solve problems.

- Flexible team player and servant-hearted leader who works well with others.

Minimum Qualifications

- Able to use Google Productivity applications (G Suite), e.g. Google Docs, Sheets, Slides, Forms, etc.
- Ability to develop proficiency on Planning Center applications (Services, People, Registrations).
- Strong interpersonal skills/customer service, organization, and planning skills.
- Maintain a positive and encouraging atmosphere for volunteers to use their gifts.
- Strong verbal and written communication skills.
- Eager to learn and stay current on best practices for Connections ministries through books, podcasts, and other professional development opportunities.