



JOB DESCRIPTION (18 Feb 2021 approved by Trustees)

Final Draft 12/22

Position: Connections Specialist

Reports to: Lead Pastor

Hours: Part-time, 20 hours per week

Classification: Hourly/Volunteer, Non-exempt

Overview: This position connects people with New Life Community by welcoming, following-up with, and assimilating newcomers with church members in small groups and ministry opportunities, and creating and maintaining NLC's community and social media presence and engagement.

General expectations:

- Act to support the Vision, Mission Statement, and ministry objectives of the church
- Model the Values of the church.
- Collaborate with NLC church staff and volunteers.

Responsibilities:

- **Coordinate NLC's welcome ministries** to support an attitude and sustain systems that exhibit a readiness to welcome newcomers.
 - Be present on Sundays and during regular hours during the week in the office to create a welcoming environment for people who arrive on the NLC campus.
 - Ensure accurate and complete attendance records and guest contact information is regularly collected across ministry event
 - Provide equal access, information, and grace to guests in both English and Spanish
- **Follow-up with newcomers to NLC** to connect them with the people, resources, and ministries of the church
 - Develop personal/digital workflows that support the assimilation and connection of newcomers into the church family and ministry groups and teams
 - Ensure newcomers and absent attenders are contacted within the week following ministry events.
 - Ensure the input of demographic and personal information of newcomers and the church family into church databases/apps for use by guests, members, staff, and ministry leaders and ministers
 - Design and sustain regular communication messages and materials that inform the church family and community of ministries and opportunities for involvement, including digital and print materials
- **Create and Maintain NLC's social media presence** to optimize the community's connections with church ministries and messaging.
 - Create and coordinate the use of digital/print materials and volunteers that welcome newcomers
 - Participate in ministry team meetings to support initiatives
 - Communicate with other staff on a weekly basis about ways they might support ministry events
 - Other duties as assigned

Other Expectations:

- See Employee Handbook and Employee Offer and Conditions for relevant policies.
- Regular Sunday morning attendance and occasional evenings
- 90 day trial period. If favorable performance review and acceptance of church membership after 90 days, then permanent position may be offered.

Qualifications:

- Have accepted Jesus Christ as personal Savior and Lord, demonstrating spiritual gifts and fruits.
- Abundantly positive, with a “can-do” attitude.
- Bilingual in English and Spanish.
- Some college preferred.
- Possess adequate computer and social media skills for clear and regular communication.
- Pass background check.
- Agree with the MB Confession of Faith.