

CONNECTIONS COORDINATOR

First United Methodist Church, Manhattan, KS

Ministry Summary

The Connections Coordinator is the first point of contact assisting guests and members in the church office and over the phone. This full-time position is responsible for the first impressions ministry, event and volunteer scheduling, administrative and technical support to the pastoral and program staff, database management, and social media communications.

Responsibilities

First Impressions Ministry

- Serve as receptionist - answer phones, assist walk-ins, extend hospitality.
- Assist Welcoming Ministry Team to recruit and train all First Impression volunteers including greeters, ushers, welcome center staff, and first time guest follow-up.
- Minister to First Impression volunteers on Sunday and throughout the week.
- Oversee First Impression volunteers on a majority of Sunday mornings.

Event Management

- Keep church calendar current, schedule events, coordinate facility space with requests from church groups and outside functions.
- Keep website calendar and monitors up to date.
- Provide timely signage for daily church campus activities.
- Take reservations for church events.
- Keep wedding calendar current - talk with couples about initial dates, needs, requirements, and communicate with pastors and wedding coordinators about requests.
- Arrange for funeral dinners/receptions in coordination with bereavement meal group leaders.
- Keep schedule for church vehicle usage in coordination with Maintenance Supervisor.

Administrative Support

- Support pastoral and program staff with office duties and technical assistance.
- Assist pastors in scheduling volunteers.
- Date and distribute incoming mail.
- Produce labels for mailings as requested.

Arena Database Management and Technical Assistance

- Record and track Sunday morning worship attendance.
- Create and maintain standards for membership record additions, deletions, and edits.
- Work with ministry staff to build and edit reports, documents, labels, and check-in functions.
- Train new staff and volunteers on Arena software.
- Check weekly for updates on the Arena Hub.

- Communicate outages, updates, and new reporting functions to staff.
- Trouble shoot errors and issues by coordinating the Shelby Arena Support.
- Add new and maintain current functions of the Administrator Portal.
- As needed – access Microsoft Reporting Software (SQL).

Social Media Communications

- Maintain the First UMC social media presence on Facebook, Twitter, and Instagram in coordination with the Communications Team.
- Create and maintain First UMC Snapchat filters.
- Work with ministry and volunteer staff to assist with First UMC-related pages including children's ministry, youth ministry, Global Leadership Summit, and Change the World.
- Explore new and exciting ways of conveying the mission of the church using social media, live videos, and new platforms of communications (i.e. - streaming services, online ads, sponsored content)
- Help deliver a cohesive and compelling narrative across all forms of communication that enables First UMC to communicate our mission and ministries clearly and effectively.

Preferred Skills, Knowledge, Abilities

- Ability to meet and interact professionally with the public.
- Strong organizational skills and attention to detail.
- Strong written and oral communication skills.
- Proficiency in Publisher, Outlook, Word, Excel, and willingness to become the resident expert on the Arena database.
- Ability to work as member of team.
- Ability to handle confidential information.

Desired Education and Experience

- College degree preferred
- Minimum of 3 years work experience in related field

Compensation

- This is a salaried position which includes pension benefits. Health insurance benefits are not provided.