

**Job Title:** Connections Administrator  
**Reports to:** Connections Pastor

30 to 35 hours per week with Health Benefits



**PERSONAL QUALIFICATIONS:**

1. Practices transparent, authentic Christian values and principles publicly and privately.
2. Worships Jesus wholeheartedly. It is the passion of his/her life to be a disciple of Jesus Christ.
3. Yearns for excellence in all he/she does, yet sees the value of the person as more important than the perfection of the ministry.
4. Has a passion for connecting people with each other and God.
5. Will positively relate to adults and leaders in our community.
6. Has a servant's heart and teachable spirit, approaching all things with a sense of humility.
7. Practices "going the second mile" in accomplishing work and creating and maintaining positive relationships.

**PROFESSIONAL QUALIFICATIONS:**

1. A gifted, proven administrator passionate about coordinating, planning and organizing details.
2. Computer literate (Word processing, PowerPoint, Excel, Data entry, etc.)
3. Detail-oriented and deadline driven administrator.
4. Bachelor or Associate's degree preferred.

**GENERAL RESPONSIBILITIES:**

1. Oversee all scheduling of Ushers, Greeters, and First Impressions teams.
2. Coordinate the formation of small groups and manage communication to group leaders.
3. Coordinate all electronic, bulk and individual mailings for connection events.
4. Update Union Chapel app with sermon notes, podcast, & weekend announcements.
5. Update public calendar of events on church website.
6. Recruit, train, schedule and communicate with volunteers in the Connections Department.
7. Work with Meals Administrator to ensure all food needs are covered for special events.
8. Manage finite details of special events such as Community Service Day, SERVE Block Parties, etc.
9. Provide feedback to the Connections Pastor regarding Volunteer Teams and Intern program.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

Other duties, responsibilities and/or ministries may be acquired or assigned such as answering phones, assisting with mail, and leading projects that add value to the church.

Submit résumé to Jeff Hughes at [hughes@unionchapel.com](mailto:hughes@unionchapel.com)