

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

Full Time Hourly, 35 hours per week with Health Benefits



**SUMMARY:**

The Connections Department of Union Chapel oversees First Time Attendees, Guest Services, Hospitality, Small Groups and Community Service Initiatives with a focus on helping people connect with God and Union Chapel. The person who will join our team will be detail oriented, committed to the mission of the Church and our department, and passionate about helping people “find their fit” in a large church.

**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 and events.
2. Computer literate (Microsoft Word, PowerPoint, Excel, Data Entry, Google Docs, Dropbox, etc.)
3. Detail-oriented and deadline driven.
4. Familiarity with Planning Center and various social media platforms preferred.
5. Bachelor or Associate’s degree preferred.

**GENERAL RESPONSIBILITIES:**

1. Oversee scheduling for 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. Recruit, train, schedule and communicate with volunteers in the Connections Department.
5. Work with Meals Administrator to ensure all food needs are covered for special events.
6. Manage details of special events such as Community Service Day, SERVE Block Parties, etc
7. 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 resumé and cover letter to Jeff Hughes at [Hughes@unionchapel.com](mailto:Hughes@unionchapel.com)**