

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Connection Coordinator | Bethany West Seattle

- Summary:** The Connection Coordinator will find creative ways to provide a welcoming environment for our Sunday Worship Service and occasional off-site events. This also includes helping people connect with one another and with the church by moving from *guest* to *participant*.
- Location:** Bethany West Seattle
- Reports to:** Lead Pastor
- FLSA Status:** Non-Exempt, Part-Time (10-12 hours)

KEY RESPONSIBILITIES

- 1. Create and implement a vibrant welcoming space for Sunday Worship**
 - I. Setting up signage, banners, and other creative measures to ensure a clean, safe, and an inviting atmosphere.
 - II. Setting up coffee and/or other refreshments to extend hospitality and to encourage people to stay after service to deepen community.
 - III. Tearing down and cleaning up anything we set up in order to be good stewards of our space and to honor the church that meets after us.

- 2. Follow up and assimilation:**
 - I. Follow up with people who are new and/or want to get connected.
 - II. “Close the loop” in all aspects of communication with new guests and prospective volunteers.

- 3. Develop healthy volunteer teams:**
 - I. Recruit, equip and train volunteers in various aspects of the Welcome & Hospitality Ministry.
 - II. Develop clear and efficient systems, scheduling and communication.
 - III. Cultivate a culture of affirmation, celebration, and vision.

- 4. Participate and contribute towards a healthy staff culture:**
 - I. Be a contributing teammate during meetings.
 - II. Be willing to support other staff members as needed.

POSITION QUALIFICATIONS

- Devoted follower of Jesus that seeks continual growth and maturity.
- Genuinely enjoys people, building authentic relationships, and helping people integrate into the life of the church.
- A gracious team player who is committed to the mission, values, and vision of Bethany Community Church.
- Experience working in diverse populations and demonstrates cultural competency.
- Extremely self-motivated and organized with follow-through.
- Proficient in various social media platforms (Instagram, Facebook, YouTube) a plus.

OTHER SPECIFICATIONS

<i>Work Schedule:</i>	Typical work schedule is Sunday (in-person), Monday follow-up/admin (remote), and a meeting with staff or pastor (mix)
<i>Physical Demands:</i>	Must be able to lift small boxes and/or equipment up to 25lbs.
<i>Working Conditions</i>	Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule. The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that require multi-tasking.
	Non-smoking building and environment.
<i>Compensation:</i>	Dependent on experience

This job description is intended to describe the general nature of this job and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church and does not establish a contract for employment.

To Apply:

Send resume and cover letter to Holly Haney, hollyh@churchbcc.org