

NORTH HEIGHTS

Position Description for **Connections Coordinator**

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights engages all people to find faith in Jesus, discover their God-given purpose, and equip them to lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: Connections Coordinator

Reports to: Disciple-Making Pastor

Employment Status: Exempt

Summary of Position: Connect and engage visitors, new members and friends of North Heights into our growth track. The role is critical to bringing the vision inside the church, as well as to visitors. As lead ambassador, this position requires the ability to understand the North Heights culture and how we connect people to our mission and vision.

Duties/Areas of Responsibility:

- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Oversees lay ministry teams: Greeters, Hosts, Parking Lot Hosts, Runners & Coffee
- Collaborate with the Disciple-Making Pastor and other team members on communication tactics to engage the congregation and encourage outreach efforts
- Create a leadership development strategy that empowers and equips the staff and congregation to discover and apply their unique gifts:
 - Develop an outline and transition plan for moving people through their spiritual journey (curious – new members – small groups – leaders – outreach)
 - Guiding people to take their next step toward spiritual maturity
 - Create and grow a leadership development practice for the congregation and staff that develops leaders that develop people (Example: leaders are equipped to develop teams that mentor or apprentice others)
 - Welcome Centers and helps people discover North Heights

- Establish and manage measurable quarterly goals that are in alignment with our Vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- Proven ability to recruit, work with, motivate, train and lead others, both staff and lay leaders
- Previous experience in the areas of communications and leadership development
- A strong ability to serve others and a history of demonstrating strong servant leadership
- A teachable spirit
- A passion to see people come to faith in Jesus and grow in their walk with Jesus as they reach out to others
- Support and adhere to the North Heights Constitution, Bylaws and Statement of Faith

Outcomes Required:

- Tracking system that helps all ministries connect, track and support the congregation
- Collaborate with staff on an easily understandable communication system that drives people into growth tracks and small groups (Alpha, small groups or next steps)
- Coordinate volunteers to be at the Welcome Centers
- New member process that has small groups and then launches new members into a growth track—small group or ministry opportunity