

# THE CHURCH OF Eleven22

**Position:** Connections Associate

**Reports to:** Connections Director

**Supervises:** Serve Staff

**Classification:** Full-Time/Hourly

## Objective

Support The Church of Eleven22's vision of being a movement for all people to discover and deepen their relationship with Jesus Christ by developing and executing core processes, environments, and events for attendees to connect with the body of Christ and specifically the movement of Eleven22.

## Key Responsibilities

- Support healthy covenant membership growth and engagement by:
  - Partnering with serve staff and other ministry areas to effectively lead, coordinate, promote and execute new member classes concurrently across multiple campuses
  - Ensuring detailed tracking of membership health metrics, follow-up and discipleship, as appropriate
  - Partner with campus teams to ensure ongoing member engagement
  - Equip campus teams to champion and intentionally disciple covenant membership
- Support healthy baptism growth and engagement by:
  - Partnering with serve staff and other ministry areas to effectively lead, coordinate, promote and execute the baptism process concurrently across multiple campuses
  - Lead the coordination of baptism classes, participant tracking, participant follow-up and event logistics
  - Equip campus teams to champion and intentionally disciple those who are newly baptized
- Support healthy Discover Eleven22 growth and engagement by:
  - Partnering with serve staff and other ministry areas to effectively lead, coordinate, promote and execute Discover Eleven22 events concurrently across multiple campuses
  - Equip campus teams to host Discover Eleven22 events by coordinating room reservations, food delivery, childcare, participant registration and next steps follow-up
  - Partner with other ministry areas from initial event design to post-event debrief and follow up
- Support Connections Director and Spiritual Formation team as needed on big momentum events and other special projects.

## Competencies

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- Model The Church of Eleven22's mission, vision and core values
- Demonstrated ability to make disciples who make disciples
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Strong planning, cross-ministry collaboration and problem-solving skills
- Ability to recruit and build serve staff teams to meet established metrics
- Ability to adapt to change
- Ability to learn and utilize new computer software

## **Education & Experience**

- Completion of a bachelor's degree, preferred
- Minimum two years of ministry experience, preferred
- Experience planning, coordinating and executing logistics for events ranging from 50 – 500 adults, including classroom-style, large group and/or offsite programs
- Experience building and maintaining discipleship relationships
- Experience recruiting and developing volunteers and volunteer leadership teams

## **Position Type/Expected Hours of Work**

- This is a full-time position, 40 hours per week. Days and hours of work are typically Monday thru Friday, 8:30am to 5:00pm, however hours may vary based on weekend service responsibilities and/or special events.

## **Work Environment**

- This job operates in a professional office environment, within a multi-person pod. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **Physical Demands**

- This is a mostly sedentary role; however, some activity is required at times. This activity would require the ability to lift small boxes and transport them to multiple campuses, set up tables, stack and reposition chairs and stand during special events.

## **EEO Statement**

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.