

# CONNECTIONS ADMINISTRATOR ROLE DESCRIPTION

---

**Reports to:** Connections Executive Director

**Position Type:** Part-time

**Salary:** TBD

**Hours:** Tuesdays -Thursdays

## Job Overview:

- To provide support to the Connections department by performing administrative duties. This position will work side by side with the Connections Executive Director in areas of reception, communication, systems, and scheduling.

## Who We're Looking For:

- Follower of Jesus with strong character and sense of calling on their life
- Passionate leader who embraces our culture and loves Celebration Church
- Diligent worker with high level of work ethic and personal ownership

---

## — ESSENTIAL FUNCTIONS AND RESPONSIBILITIES —

### External/Internal Communication Systems:

- Update website
  - Update website calendar to reflect church calendar
  - Add updated information and links as needed
- Update Planning Center
  - Input Connect Card data
  - Update permissions as needed
  - Update Planning Center Calendar to reflect church calendar
  - Create registrations for events and projects (baptisms, Crash Course, etc)
- Sending out monthly e-newsletters

### Reception:

- Responding to emails and voicemails
- Warmly welcoming and assisting guests, volunteers and team members
- Aiding in communication between volunteers and staff
- Quickly evaluating how best to respond to and/or serve our congregation and guests, then following through in a professional manner, enlisting the help of staff or volunteers when necessary
- Maintaining office lobby for cleanliness and comfort

- Providing up to date general information pertaining to our ministry, services, appointments, special events, and other Celebration Church events

**Connections and Next Steps Administration:**

- Develop and maintain ongoing systems designed to provide competent, efficient and ongoing support in the areas of Connection Cards and Prayer Cards
- Baptisms
- Baby dedications
- Weddings
- Funerals

**Other:**

- Perform any given responsibilities assigned by Connections Executive Director

**Supervisory Responsibilities:** None

**Church Engagement:**

- Agree with and contend for “[Our Beliefs](#)”
- Attends church consistently
- Attends applicable leadership meetings consistently
- Attends team and church events consistently
- Tither
- Mastery of Leadership Playbook

---

**— QUALIFICATIONS —**

**Experience and Knowledge Required:**

- Interpersonal and verbal skills
- Communication skills
- Highly organized
- Baptized

**Biblical Leadership Behaviors (1 Timothy 3:1-12, Titus 1:6-9):**

- In the Word and prayer
- Faithful to one spouse of the opposite gender
- Leads household well
- Have respect of your children
- Of good report with others
- Above reproach, beyond criticism

**Possesses and exhibits the following core values:**

- Faith - Full of the Spirit and the Word of God
- Humble - Little Us, Big Jesus / Real / Faithful in Small Things
- Hungry - Anything Short of Sin / Dig Deep / Swing for the Fences
- Smart - It's All About the People / Better Together, Honor Everyone
- Celebration - We Celebrate Prodigals Coming Home

**Process:** To access our application, [click here](#)