



# Connect Associate

CONNECT

PART-TIME / 15HRS

## OVERVIEW

The mission of Pine Hills Church is simple: bring people to Jesus, build people to live like Jesus, and send people out to multiply like Jesus. To further our mission, we're looking to hire a Connect Associate who helps connect new guests to our people, ministries, and mission. They will support the Bring Director to execute a comprehensive new guest experience. The Connect Associate will provide support to volunteers, help our efforts to connect with new guests, manage our database of guest information, and provide administrative support for the ministry.

## RESPONSIBILITIES

### *VOLUNTEER SUPPORT*

- Develop and manage volunteer schedules and onboarding materials
- Help facilitate team training and meetings
- Support initiatives to recruit volunteers

### *CONNECT WITH PEOPLE*

- Email, call, text, and chat in person with new guests of Pine Hills
- Support the execution of Next Step classes and Bring Events
- Help capture stories and relevant information from guests

### *DATABASE MANAGEMENT*

- Enter new guest information into our database
- Maintain accuracy and reporting of new guest information
- Manage the implementation of automated processes

### *ADMINISTRATION*

- Assist in managing marketing campaigns and events
- Schedule meetings, manage contracts, and communicate with vendors
- Implement churchwide Bring Ministry procedures and policies

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## MUST-HAVES

- Member of Pine Hills Church
- Consistent and intimate relationship with Father God, Jesus, and the Holy Spirit
- Excellent communication skills
- Ability to laugh, have fun, and connect well with all kinds of people
- Experience working within a CRM and data entry
- A natural bent for administration, systems, and processes
- Effective at multi-tasking and highly attentive to details
- Ability to work well independently and with a team

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## NICE-TO-HAVES

- Working knowledge of Ministry Platform
- Experience in event planning
- Experience working with churches or non-profit organizations