



Connections Coordinator Job Description

Position Description:

Position Title:	Connections Coordinator
Department/Ministry:	Multisite & Discipleship Team
Location:	Omaha Campus
Supervisor's Title:	Multisite & Discipleship Pastor
Position Classification:	Non-exempt
Position Status:	Regular part-time
Ministerial Status:	Non-ministerial

Position Summary:

The Connections Coordinator oversees First Impressions, Omaha and Central Events, Assimilation, and the Administrative responsibilities at the Omaha Campus.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

First Impressions

- Partner with Digital Outreach Pastor on Sunday experiences (At the Movies, Big Game Sunday, Mother's/Father's Day, Christmas).
- Schedule, recruit, onboard, and develop First Impressions Difference Makers.
- Lead Sunday mornings to ensure a welcoming environment and model a culture of hospitality.
- Organize Difference Maker meetings, devotions, and annual training.
- Coach Campus Pastors on hospitality and execution best practices.

Omaha Campus Events

- Plan and execute Omaha Campus events (First Step Classes, Outreach, Women's Conference, Men's Weekend, Multisite & Discipleship events).
- Support campus-wide events (Funerals, Eggstravaganza, Trail of Treats, Vision Night).

Omaha Campus Assimilation

- Follow up with individuals exploring volunteering, groups, or baptism.
- Personally connect people to serving and small group opportunities.
- Coordinate baptism meetings with campus pastors.
- Guide First Steps attendees toward next steps.

Groups

- Assist Multisite & Discipleship Pastor with small group administration (leader communication, schedules, calendars).

- Draft and distribute leader communications (trainings, resources, upcoming semesters).
- Coordinate childcare for Groups Gatherings.

Missions

- Manage mission trip registration and details.
- Support administrative and Difference Maker needs for mission trip planning.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- Bachelor's Degree or Equivalent
- Service/Volunteer/Event Management Experience Preferred

All Team Members Expectations

- Committed to the Mission of Sharing Christ and Building Believers.
- Committed to the values of StoneBridge Christian Church; Creativity, Community, Excellence, Service, Advancement, and YOU.
- Committed to upholding the leadership expectations of all StoneBridge staff team members.
- Live out the team member values; Battle Mediocracy, Trust in Team, Solution-Side Living, Stewardship of Life, and Contagious Fun
- Agree and abide by the expectations set forth in the handbook.
- Generous with our time, talents, and offerings. Giving at minimum 10% of household income (biblical tithing) to support the ministry of StoneBridge.

Character Expectations & Skills

- Relational and Systems minded
- Proven leader with high administration skills
- Team-oriented- eager to recruit, develop, grow and serve on teams
- Lead, delegate, and follow as needed. Team player mindset.
- Problem Solver with a solution-side mindset
- Encouraging to other staff and Difference Makers.
- Excellent computer knowledge with experience and proficiency in Microsoft Office and Google Drive
- Excellent written and verbal communication skills

Physical Requirements:

- Ability to lift up to 50lbs.
- Ability to be on your feet for up to 8 hours.

Employment At-Will:

All employees of StoneBridge Christian Church are at-will, and as such, are free to resign at any time without reason. StoneBridge Christian Church, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of StoneBridge Christian Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of Multisite & Discipleship Pastor/or the Administration or Executive Pastors.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____