

NEXT STEPS COORDINATOR | CONNECTIONS

GENERAL DESCRIPTION

The Next Steps Coordinator will assist the Next Steps team with organizing and executing Next Steps Events at Rock Point, including, but not limited to: Newcomers' Dinner, We Are Rock Point, Baptism, and Membership. The Next Steps Coordinator will monitor administrative projects, manage data, prepare reports, assist with event execution, and assist with welcoming and checking-in event attendees. This is an hourly position with a schedule including weekday and weekend hours and may include evening hours.

Classification: Non-Exempt; Hourly // **Status:** Part Time, 25 hours // **Team:** Connections | Next Steps // **Supervisor:** Tricia Wancura // **Lead Director:** Tammy Gray

WORK SCHEDULE

- Tuesday, Wednesday, Thursday – 9:00am – 2:30pm
- Saturday - 1:00pm-9pm on event weekends
- Events as assigned
- Sunday – only on baptism weekends: 7:30am – 1:00pm

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide database support for Next Steps Events, including, but not limited to: creating the event in the database system, managing enrollment, manage data in spreadsheets and reports, and attendee follow-up.
- Coordinate and assist with the execution of all Next Steps Events, including: event set-up, tear down, welcoming and checking-in attendees.
- Organize, maintain, and provide supplies required such as books, handouts, pens, game supplies, baptism towels/shirts, etc. for Next Steps Events, including, but not limited to: We Are Rock Point, Newcomers' Dinner, Membership Dessert, and Baptism.

COMPETENCIES

To perform the job successfully, individual should demonstrate the following:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.

REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)
- High School Diploma or GED
- Proficient in: Microsoft Office applications (Word and Excel)
- Proficient in: Google Suite (Gmail, Google Calendar, Google Drive)

PREFERRED REQUIREMENTS

- Previous experience working in a church environment.
- Previous experience in event planning and coordinating.
- Previous experience in managing and stewarding volunteers.
- Previous experience working with Church Community Builder (database software).

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk, kneel, and will occasionally be required to do some lifting (up to 25 pounds).
- While performing the duties of this job, the employee is regularly required to sit for long periods of time while working on database responsibilities.

PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case-by-case basis with Lead Team approval);
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.