

Job Description: Serve Ministries Specialist

ALL FULL TIME POSITIONS REQUIRE MEMBERSHIP AT BROOKWOOD CHURCH

Standard Work Schedule

- 40 hours per week
- Sunday through Thursday required

Background, Skills Experience

- Bachelor's Degree or educational equivalent preferred
- Must have 2-3 years' of Administrative experience
- Experience in one or more of the following areas strongly preferred: event planning and execution, hospitality, management/supervisory experience
- Strong people coordination, delegation and motivational skills
- Strong communication and interpersonal skills
- Strong ability to be flexible and maintain composure under pressure
- Strong organizational, time management and follow-up skills
- Excellent computer skills required: previous experience utilizing a database preferred

Responsibilities

1. Hands-on execution of Sunday Morning First Impressions (7:30am-12:30pm)
2. Maintain and implement First Impressions Schedules
3. Provide administrative support to the Serve and First Impressions Ministries:
 - a. Phone calls: follow up and general hospitality, Welcome to Brookwood, Membership, Serve/Connection opportunities
 - b. Website (Serve Page) and Serve Team (Database) accuracy
4. Oversight and maintenance of PLACE process: scheduling dates, blueprints, schedules for PLACE Connection Coaches and ensure execution of Connection Sessions and follow-up with participants
5. Provide support and oversight of Communion elements and Decoration Team (holidays)
6. Provide administrative support for Membership class and "Get Involved" events
7. Provide support for community events
8. Utilize personal contact to encourage, discern needs, and offer support and encouragement to volunteers
9. Assist with connections and assimilation of attendees, members and guests
10. Assist with social media content creation and scheduling
11. Maintain confidentiality of Brookwood and its processes, policies, and people
12. Other duties as assigned

Applications and Tools

- Use of the following tools to support job function:
 - Microsoft Windows and Office
 - Internet and Outlook Web Access
 - Church Database (Rock)
 - Planning Center Scheduling Tool
 - Tracking System
 - Social Media – Facebook, YouTube, Instagram, Twitter
- Reference and utilization of current Brookwood policies and procedures

Development and Performance Management

- Formal performance reviews will be held once a year
- Training and development will be determined with supervisor