

JOB DESCRIPTION

Position: Connections Support Services Administrator

Location: Support Services / Lee's Summit Campus

Classification: Full-Time / Non-Exempt

Reports to: Connections Director

Post Date: 1.11.22

Overview

The Connections Support Services Administrator is responsible for providing support to all campuses within the realm of the Connections ministry. In addition, this employee will provide administrative support related to the Connections Director and the Next Steps duties at the Lee's Summit Campus.

Personal Responsibilities

- Be committed to grow in the grace and knowledge of our Lord Jesus Christ (2 Peter 3:18; 1 Peter 2:2) by assembling for instruction in God's Word and engaging in the personal study of God's Word.
- Responsibly use the resources at your disposal to foster the mission and vision of Abundant Life (1 Peter 5:1-4).
- Participate in an Abundant Life group (Acts 2:41-42) as well as the discipleship ministry (Matthew 28:18-20).
- Live in a way that glorifies God and aligns with the staff core values (1 Timothy 3:1-7, Titus 1:5-9).
- Be committed to giving to the needs of the saints (2 Corinthians 8:1-7 & 9:12).

Essential Functions and Responsibilities

Support Services

- Sets new and existing Abundant Life campus locations up with the processes and support to maintain the AL standard of outreach.
- Handles the central office responsibilities concerning the execution of the Next Steps classes and Dinner with the Pastors at campus locations to ensure hospitality, food orders, registration, décor, and content are uniform at all campuses.
- Collects and inputs Next Steps data from campus locations into a central location.
- Tasks other departments with follow up with members as it relates to serving, groups, discipleship, baptism, and other items communicated to the outreach department through the next steps cards, texting, or web communications.
- Maintains and oversees campus database to ensure accuracy and compliance with central standards.
- Sends ongoing communications to campus guests to move them through the connection/assimilation process per the approved back off schedule and strategic plan.
- Maintains campus organizations in Touchpoint to control registrations, attendance, and all other activities.
- Tasks serve team inquiries to appropriate campus departments.
- Assists campuses in setting overall processes for onboarding serve team members, training, appreciation, manuals, applications, etc. so there is uniformity around serving.
- Audits campus background checks, organizations, attendance, and tasks routinely.
- Generates reports for all phases of assimilation for campuses to then follow up with members.
- Trains new campus staff on how to run outreach activities from their location.

Connections Director/Next Steps Administrator

- Schedules events and meetings using various programs such as Planning Center and Microsoft Office.
- Organizes and plans departmental events.
- Handles the oversight and organization of some of the Outreach volunteers, including background checks and appreciation efforts.
- Reconciles and codes credit card statements and ministry background checks.
- Maintains outreach department shared calendar including input of all department back off schedules.
- Maintains outreach department print needs, updated as needed, ordering through CA and ensuring timely delivery where needed.



- Oversees the Connections Department budget and report status to Director monthly.
- Submits check requests.
- Acts as a liaison between departments for joint projects.
- Performs other duties as assigned.

Skills and Qualifications

This position requires someone with excellent time-management skills and a high level of organizational detail that can thrive in a deadline-heavy work environment. To be successful, the candidate needs to have extensive experience with computers, including a strong grasp of *MS Office Suite*. A positive, outgoing, and friendly attitude are vital to the success of this position, as is the ability to be assertive, tenacious, and detail oriented. The capability to thrive in an environment of healthy critique is vital to the daily operation of the ministry.

Above all, AL relies heavily on the embodiment of the Staff Core Values in all areas of the ministry to support our mission of seeing lives changed by Jesus and our vision of being living proof of a loving God to a watching world. The essential functions and responsibilities listed are representative of the position, but are not intended to be all-inclusive of the traits needed to perform the job.

Experience

- Two years of administrative support experience is preferred.
- Undergraduate degree is preferred.