

# **Connection Assistant**

## Ministry Description

### **Purpose:**

To provide administrative support to the connection pastor and connection team.

### **Specific Responsibilities:**

#### **Connection Pastor**

Provide administrative support and assistance to the connection pastor.

- Calendaring and set up appointments
- Filter and respond phone calls
- Filter and respond to emails
- Lead all in office administrative volunteer teams to prepare for all meetings. (off site retreats, on site meetings, gg leader meetings, etc...)

#### **Growth Group Ministry**

Provide administrative support and assistance to the Growth Group ministry.

- Group member questions
- Fellowship one administration
- Groups calendar
- Meeting preparations (food/folders/paperwork/childcare/etc...)
- Setup appointments

Provide communications support.

- Update website for growth group leadership areas
- Administrate written communications like postcards and letters.
- Administrate constant contact/web communication tools

#### **Connection Team**

Help support guest services area administratively

- Fellowship one administration
- Guest Services Calendar
- Admin team leader

#### **Communications**

- Web communications
- Written communications – Post cards and letters, etc

#### *Work Days/Hours:*

Monday – Friday 8:30 – 5:00pm