

# First Impressions Coordinator

Role Type: Part-time | 10-14.5 hrs/wk

Department: Connections

Reports To: Director of Connections

## **Overview**

The First Impressions Coordinator is an essential member of the Connections Team and will assist the Director of Connections with the organization and execution of processes and events to create an ongoing positive first impression/guest experience for new guests and congregants of The Bible Chapel.

## **Responsibilities**

- Champion and embody The Bible Chapel's mission of developing followers of Jesus Christ through the Connections ministry with a focus on First Impressions
- Coordinate weekend staff/volunteer scheduling and provide notes as specified by Connections Director
- Prepare key areas weekly in advance of weekend services: Parking Lot, Main Lobby, Patio, Connect Desk, Worship Center, Overflow Seating, Volunteer Hub, and Ministry Pop-Up
  - Check all area supplies and order/restock as needed
  - Request printing and placement of all resources (e.g. handouts, name tags, logs, etc.)
  - Request printing and placement of all signage (e.g. Ministry pop-up, Discover TBC, etc.)
  - Prepare/test all devices (TV slides, hearing devices, radios, iPads, flashlights, etc.)
  - Request rooms and furniture needs via FMX ongoing and ensure proper execution
  - Clean/organize areas to create a positive first impression
- Serve as Connections Team Lead 1-2X/mo in overseeing all teams and key areas
- Provide administrative support for special events (i.e. Holidays, team trainings, etc):
  - Assist with event registration and staff/volunteer scheduling
  - Submit FMX requests/coordinate scheduling
  - Create and submit print requests for materials
  - Ensure printed materials are ordered and completed on time
  - Assist with day-of-event support (i.e. setup/clean-up)
  - Attend meetings as needed
  - Coordinate with Special Events teams to assemble materials as needed (e.g. activations and giveaways for Father's Day, Mother's Day, Easter, Christmas, etc.)
- Champion First Impressions team celebrations/birthday recognition initiatives (cards, team poster, etc.)
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required
- Other responsibilities as assigned by Supervisor

## **Spiritual Gifts**

Administration, Helps, Hospitality, Encouragement, Wisdom

## **Skills**

The ideal candidate would be a mature believer in Jesus Christ and in agreement of the belief and teaching of The Bible Chapel. The candidate must have great attention to detail and time-management skills. They must be a team player who possesses excellent written- and verbal-communication skills with an emphasis on guest and volunteer interaction and coordination. They must exhibit problem-solving capabilities.

\*This Job Description is subject to change at management's discretion.