

Engagement Coordinator

Vision: The Engagement Coordinator is responsible for assisting in creating, leading, and driving the processes of Engagement at The Bible Chapel (TBC). They will lead teams that will engage the first-time guest, inform and direct attendees, and ultimately help to get people connected into community at TBC.

Responsibilities:

- Coordinates with Director of Connections and TBC Cafe to provide continuity and alignment in vision to create an effective engagement process
- Develops engagement tracking process and strategy with Growth Track alignment
- Identifies regular attenders/members who aren't connected and attempts to connect them to their next step through Engagement Process
- Follows up with Spiritual Gifts Inventories by setting up meetings and initiating Team TBC shadowing or connecting with ministry leaders
- Oversees planning, execution, and follow up of Discover TBC
- Works in conjunction with Associate Pastor and Small Groups Coordinator for Small Group Registration Kick Off Event
- Manages Engagement Workflows
- Manages systems and processes for recruitment, onboarding, shepherding, training, and development of Engagement volunteers
- Oversees Connections Team once a month
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required.
- Other Responsibilities: As assigned by Supervisor

Experience & Skills

- Mature believer in agreement with belief and teaching of The Bible Chapel
- Outgoing in nature, networking/relationship strengths, social interaction is what drives this person
- A team player with excellent written and verbal communication skills – with an emphasis on guest and volunteer interaction and leadership
- Analytical thinking and problem-solving capability
- Great attention to detail and time-management skills
- Team builder who knows how to identify/recruit high capacity volunteers
- Process-oriented and has a level of understanding for administration and process
- Efficient computer skills

Spiritual Gifts: Leadership, Hospitality, Administration, Evangelism

Time/Allocation: Part time, salary position

Hours: 20-24.5 hours including 3+ weekends monthly and periodic extended weekend schedule

Accountability: The Engagement Coordinator reports to the Director of Connections and TBC Café

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