

Job Description: Serve Ministries Specialist

Standard Work Schedule

- 29 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 (7:45am-12:45pm)
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 Tag (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. Utilize personal contact to encourage, discern needs, and offer support and encouragement to volunteers
8. Maintain confidentiality of Brookwood and its processes, policies, and people
9. Other duties as assigned

Applications and Tools

- Use of the following tools to support job function:
 - Microsoft Windows XP and Microsoft Office XP
 - Internet and Outlook Web Access
 - Church Database (Arena)
 - Planning Center Scheduling Tool
 - Tracking System
- 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