



Staff Position Description

Position: Connections Coordinator

Location: Maumee

Purpose of Role: This role exists as the hub of connections for Cornerstone Church. The Connections Coordinator has a drive for connecting, rallying and empowering people into the life of the church and creates, executes and upholds systems/processes that ensure people are well cared for. This person is organized, has attention to detail, learns quickly and enjoys working with others.

Reports To: Connections Director

Oversees: Office Volunteers/Experience Host

Primary Responsibilities:

- Connects visitors to the church with the goal of deepening engagement
- Oversee Front Desk responsibilities
- Execution of the Next Steps process under the direction of the Connections Director
- Data entry into Church Community Builder
- Managing databases, including but not limited to CCB, PCO, TIC

Additional Responsibilities:

- General administrative tasks as req
- Oversight of connection events, including but not limited to Baptism
- Ensure stocking of resources and break room spaces
- Utilize MyCornerstone for tracking process, profile notes, and metrics related to Next Steps along with ensuring accuracy of weekly metrics and data

Skills and Attributes:

- Committed follower of Jesus Christ and faithful member of Cornerstone Church
- Carries the heart, vision and culture of Cornerstone Church
- Energetic, driven with strong oral and written communication skills
- Excellent executor with attention to detail
- Strong admin abilities for data, metrics and analytics
- Ability to work well with other team members
- Experience leading teams
- Proficient in use of MyCornerstone, Google Drive, Microsoft

