

# Engagement Coordinator

**Status: Part-Time, Salaried**

## **Mission & Vision of GraceHill Church**

GraceHill exists to create a thriving community of transformed people. This is reflected in our mission to LOVE people, CONNECT them to Christ, EQUIP them for life and prepare them to SHARE.



## **About this Role**

The Engagement Coordinator is a dynamic and relational leader responsible for creating and implementing strategies to connect new guests to welcoming opportunities at GraceHill Church. This role focuses on fostering meaningful relationships, guiding new guests toward membership, and ensuring a seamless integration into the church family. The Coordinator will identify what attracts new guests, develop pathways to deepen their involvement, and oversee initiatives like Starting Point (new member) classes to support spiritual growth and connection.

## **Responsibilities**

- Guest Connection and Follow-Up:
  - Develop and manage a comprehensive guest engagement process to warmly welcome new guests and ensure timely follow-up.
  - Create personalized touchpoints to build relationships with new guests, addressing their questions and needs.
- New Member Integration:
  - Promote, and manage Starting Point (new member) classes to educate attendees about GraceHill's history, vision, mission, core values, and beliefs.
  - Facilitate opportunities for new members to connect with ministries, small groups, and volunteer roles that align with their interests and gifts.
  - Track guest-to-member progression and maintain accurate records.
- Event and Program Coordination:
  - Plan and execute events designed to welcome and connect individuals, such as fellowship lunches, and social events.
  - Partner with other ministry leaders to create opportunities for guests to explore care ministry and serve projects.

- Communication and Collaboration:
  - Work with the communications team to develop materials and campaigns that promote engagement opportunities.
  - Regularly report on engagement metrics, successes, and areas for improvement to church leadership.
- Talent Scout:
  - Track new members “talents/skill sets” based on information gathered at Starting Point.

## **Qualifications**

- Education and Experience:
  - Bachelor's degree in ministry, communications, public relations or marketing (preferred).
  - Experience in church ministry, guest services, or a similar engagement-focused role.
  - Proven track record of building relationships and leading a team in a ministry or nonprofit or corporate setting.
- Skills and Abilities:
  - Exceptional interpersonal and communication skills, with a heart for hospitality and connection.
  - Strong organizational and project management skills, with the ability to multitask and meet deadlines.
  - Proficient in using church management software (e.g., Planning Center) and basic office technology.
  - Ability to analyze data and feedback to inform strategies and improve outcomes.
  - Warm, approachable, and empathetic demeanor with a passion for welcoming others.
  - Collaborative team player with a proactive and creative mindset.
  - Ability to handle sensitive information with discretion and maintain confidentiality.

## **Accountability**

The Engagement Coordinator will be accountable to the Director of Operations regarding completion of duties.

## **Personal Responsibilities**

All GraceHill staff are accountable to the following personal conduct expectations:

- Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Be a faithful and cheerful giver toward the mission and vision of GraceHill Church.
- Be loyal to the vision and staff of GraceHill Church and always seek to protect the unity of the church.
- Demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers.
- Invest in and invite the lost to GraceHill Church and into a relationship with Jesus Christ.
- Adhere to the Employee Handbook.