

Position: Care & Connection Assistant**Reports to:** Care & Connection Director**Job Status:** Part-time / Hourly Employee (21 hours per week)**Summary**

The Care & Connection Assistant supports the Care & Connection Team by managing administrative tasks, coordinating logistics, and assisting with communication. This role ensures classes, events, and connection processes run smoothly, providing behind-the-scenes support to help people take their next step in alignment with the mission, vision, and values of Five Stones Church.

Responsibilities

- Provide administrative and logistical support for Care & Connection ministries, team members, and servant leaders.
- Coordinate and manage all logistics of Explore, Partnership, and Baptism classes, including scheduling, preparation, execution, and follow-up.
- Support the Hang 5 Challenge process for individuals and families.
- Monitor and maintain process queues to ensure timely connection of individuals to classes, events, and next steps.
- Manage and respond to incoming Connection Team emails promptly and professionally; assist with other communication channels as needed.
- Organize logistics for Connection related events and meetings (i.e. forms, calendar, communication requests, food orders, etc.).
- Provide on-site support for classes, trainings, and events on the day they occur, as needed.
- Maintain accurate and up-to-date records in FS Connect.
- Generate reports and track data for classes, training, and Connection events.
- Stay informed of servant leader needs across Five Stones ministries and assist in resourcing those needs.
- Collaborate with staff to ensure all related communication, production, events, purchasing, etc. are completed according to established procedures.
- Communicate with appropriate staff in advance of events to coordinate with the master calendar and promote events with adequate advance notice.
- Assist with other tasks as assigned.

Qualifications and Skills

- A growing and vibrant relationship with Christ and alignment with the spiritual and cultural values of Five Stones Church.

- A partner of Five Stones Church or willing to become a partner.
- A person of integrity, authenticity, and humility - marked by transparency and a servant's heart.
- Maintains a positive attitude and demonstrates a high level of mental focus.
- Strong attention to detail with the ability to prioritize tasks and work well under pressure.
- Efficient time management and organizational / administrative skills.
- Demonstrates initiative, diligence, and consistent follow through on tasks.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- Computer skills preferred but not required: Google platform including Google docs, Gmail, Drive; Microsoft Office Suite, CCB's FS Connect or similar CRM application.
- Vision, hearing, and adequate speech are essential.
- A valid driver's license is required to drive a personal vehicle when necessary.
- Must be able to lift 35 pounds.

Experience

- Practical administration experience.
- A minimum of two years of similar responsibility in a para-church ministry or church preferred

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. Five Stones Church reserves the right to revise the position, its job functions, minimum qualifications, and other aspects of the position in any way at any time.