



JOB DESCRIPTION

EASTSIDE CHRISTIAN CHURCH

POSITION TITLE: Assistant Director of Build Community **EFFECTIVE/REVISED:** July 7, 2021

SUPERVISOR'S TITLE: Director of Build Community **DEPARTMENT:** Build Community

CAMPUS: Central

LEADERSHIP LEVEL:

- EXECUTIVE
- DEPARTMENT HEAD
- DIRECTOR
- COACH
- LEADER
- STAFF

EXEMPT CLASSIFICATION:

- PASTOR
- MINISTER EXEMPT
- EXEMPT
- NON-EXEMPT

PAYROLL STATUS:

<input checked="" type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME	WEEKLY HOURS: 40
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01. Summary of Position:

The Assistant Director of Build Community will be responsible for mobilizing Eastsiders to Build Community through providing project management, database management, and administrative support to the Build Community team.

02. Supervisory Responsibilities:

- Indirectly supervises interns and key volunteers within the Build Community department.
- Carries out supervisory responsibilities in accordance with Eastside's policies and applicable laws. Responsibilities include interviewing, hiring, and training interns; planning, assigning, and directing work; appraising performance; rewarding and disciplining interns; addressing complaints and resolving problems.

03. Duties and Responsibilities:

- Manage Build Community projects such as:
 - Communication priorities.
 - Production of video and print materials.
 - Tracking of life-change stories.
- Oversee Build Community database use including processes for:
 - Onboarding, tracking, and communicating with volunteers.
 - Processing volunteers for all ministries at small to mid-sized campuses.
 - Following up with new guests.
 - Managing baptism candidates and follow ups.
 - Tracking completion of classes and groups.
 - Tracking metrics including small group participation, Next Steps assimilation class participation and efficacy, first time guests, baptisms, and number of volunteers.
 - Auditing of all processes managed by Build Community team to ensure accuracy of information.

- Administrative support of Build Community Team:
 - Preparing documents and presentations for biannual strategic plans and other proposals.
 - Loading video content for Next Steps and other groups as needed onto Playlister devices.
 - Updating graphics and slides using tools such as Canva and ProPresenter.
- Other responsibilities as assigned by supervisor.

Eastside reserves the right to change job duties at any time. This job description is not designed to cover every job requirement.

04. Qualifications:

- Must have a strong personal faith in Jesus as Savior and Lord, and a heart for serving God and others.
- Must be or be willing to become a member of Eastside Christian Church, having been baptized by immersion.
- Bachelor’s degree in relevant field preferred but not required.
- Technical aptitude and ability to learn new technologies quickly.
- Experience utilizing databases, knowledge of Rock RMS church management database preferred.
- Self-starter who can operate with limited oversight and produce a quality work product.
- Problem-solver with a strong attention to detail.

05. Employment Understanding:

- Agreement to abide by Eastside Christian Church Personnel Manual and Policies, Vision and Beliefs Statement, and attend Next Steps at earliest opportunity.
- Agreement to conduct themselves on and off the job in such a way that would honor Jesus Christ and would demonstrate spiritual leadership, supporting the Code of Conduct policy, and being a positive representative of Eastside Christian Church.
- Attendance at Ministry Team meetings and department meetings is required.
- This Job Description will be reviewed at least annually with the position’s supervisor. This person will also write semi-annual 6x6 goals, obtaining supervisor approval.
- Job performance will be reviewed at least annually with the position’s supervisor.
- Remuneration including wages and benefits, will be set, reviewed, and modified by the Senior Pastor and Leadership Team.
- Other duties assigned

06. Physical Demands & Work Environment:

- Must be able to lift and / or move up to 25 pounds.
- Must be able to sit for long periods of time and perform basic event setup.

We concur with this Job Description.

Staff Member

Supervisor

Date