



Job Title: Special Project and Volunteer Manager

Reports to: Director of Strategic Leadership and Development

Works closely with: Other Staff, Volunteers and church members.

Oversees: Special projects, events, and volunteers to support the Director of Strategic Leadership and Development's areas of focus. These will include all church events, connections and volunteers, local outreach, lead-team and staff areas of focus.

Role Classification: Non-Exempt, (20-30/hrs per week)

About Us:

South is a Jesus community driven by vision and our core values. We are passionate about following in the way of Jesus, with the heart of Jesus. We have a longing to see unchurched and de-churched people come to know Jesus and to join us on this journey. If you love Jesus and people, have a gift to manage the details and execute events, meetings, gatherings, and can lead and work with church members and volunteer-leaders we would love to talk to you about an opening on our team.

What you might be looking for:

A place to nurture your skills, passions, and talents as you manage the details that create spaces and events that meet needs and invite others to become followers of Jesus.

That's where we come in. When you join the South staff, you won't be just a new hire—you'll be a leader we can't wait to empower, a learner we can't wait to teach, and a follower of Jesus we can't wait to grow alongside.

The Special Projects and Volunteer Manager wakes up thinking about the resources, people, and details needed to support the successful execution of special events, projects and the volunteers who help make these happen. Whether the project or event is for staff, volunteers, the church community or the community outside our walls, this individual has capacity to manage the details and the people to create experiences that are well planned, have effective and efficient processes and result in a positive impact on the members, guests, volunteers, staff, leadership, and local community around South Fellowship.

Some things we hope people say about you:

A growing, active relationship with Jesus is a passion.

A heart to meet the physical, spiritual, emotional, and relational needs of others.

You embrace details, processes, and systems to assist you in the execution of the events, projects and volunteers entrusted to you.

You're a recruiter, meet people where they are, and can support multiple ministry initiatives simultaneously as assigned by the Director of Strategic Leadership and Development.

You are a leader passionate about creating environments for everyone to feel welcomed, safe and valued so every encounter might invite people to connect with each other, and God.

You're flexible, practical and understand the need for details and logistics to run smoothly for special projects, events and for our volunteers.

Some things people say about us:

We're committed to your growth.

We work hard and play hard and love to laugh.

We embrace flexibility to work within your strengths and gifting.

We offer a staff community that wants to partner across ministries and champion each other.

Our church community feels like, "Coming home".

We seek to live in the way of Jesus with the heart of Jesus and are always looking for ways to invite others into this journey with us.

How we'll know you're successful:

Details, logistics and processes are supported and executed effectively for special projects assigned by the Director of Strategic Leadership and Development.

Visitors, members, and guests are welcomed on Sundays, at special events and services and in our local outreach initiatives.

Visitors are reached out to and given next steps to connect to others, serve or plug into a group or ministry.

Local outreach and church volunteers are inspired, equipped, supported, and acknowledged in their roles.

Management of the details, logistics and processes allows the vision of projects, and events come to life.

Sunday Morning Welcome Team:

- Send Communication messages (email/text) through Planning Center on Tuesdays and Thursdays to Welcome Team volunteers)
- Ensure the Lobby is set for each Sundays needs for tables, signage, etc. on Thursday.
- Order bread for the "NEW HERE" table as needed.
- Work Sundays, occasional Wednesday evenings and as needed for special events and services as needed.
- Enter Connect Card data into Planning Center and initiate and process workflows or pass along to appropriate pastors and ministry leaders (Director of Strategic leadership and Development, Director of Kids Ministry, Director of Student Ministry, Women's Formation resident, Pastor of Formation, Pastor of Community Care, Director of Community Care or ministry volunteer leaders)
- Suggest process improvements to supervisor as missed opportunities are observed.
- Support the management of volunteers for the events outlined above.
- Manage communication, agenda development, surveys and data collection as needed.

Staff – Elder, Staff and Lead team:

- Block space, rooms, secure food, travel details for staff functions (meetings, fun days, training, retreats, formation), elder-staff (Annual BBQ and Christmas Party), lead-team (meetings, retreats)
- Support staff initiatives as requested by the Director of Strategic Leadership and Development.
- Ensure successful execution to support staff birthdays, celebrations, and various other special projects.

Special projects, services and seasons –

- Support the vision of the Director of Strategic Leadership and Development and lead team for general décor and set up of the fellowship area for special seasons and events. (Advent, Christmas, Lent, Easter, Annual Business Meeting, Quarterly Volunteer Training, First Mile Initiative, Partners Sunday, Chilli Cook-off, Fall Launch, One Time Serve, general Rally Days.)
*This list could change and will be supported through church volunteers and staff
- Plan and execute the vision for food, music, materials for the events and projects outlined above and new events as created.
- Recruit, onboard and retain volunteers for the events outlined above.
- Manage communication, agenda development, surveys and data collection as needed.

Local Outreach –

- Manage communication between church and Food Bank to ensure clear communication and church support for Food Bank initiatives, seasons, and opportunities.
- Represent and serve for one Saturday and one Wednesday service time per month in the Food Bank.
- Lead bi-weekly local outreach team meetings.
- Manage the logistics for the annual Food Bank Christmas Shoppe. (October-December)
- Support logistics and processes for local Outreach team projects as assigned.
- Support the management of volunteers for the local outreach projects.
- Manage communication, agenda development, surveys, and data collection as needed.

Other Processes –

Support the logistics, catering and processes to support the vision of the Director of Strategic Leadership and Development for the following:

- Newcomer's Lunches, Membership Classes and Elder follow-up conversations.
- Connect card follow-up by ministry leader.
- Welcome Team, Coach, event and hospitality team meetings.
- South Collective (Volunteer training and appreciation events).
- Serve at South, One Time Serve and Rally Day support.

Staff Meeting, other meetings and bi-weekly one on one's with supervisor –

We can offer you:

Salary Compensation package

PTO

Spiritual retreat days

Holidays

Staff training and development
Personal coaching and development

Qualifications:

Commitment to South's Statement of Faith, Mission, and Values.

A heart that relentlessly pursues taking steps deeper towards Jesus.

Three years' experience in managing multiple projects, events and people.

Proven track record in managing volunteers or staff.

Gifts in administration, process and event management.

A willingness to embrace the Sunday morning experience and local outreach projects and events with enthusiasm.

Interested in applying?

Send your resume and cover letter to:

Andrea Jones, Director of Strategic Leadership and Development
ajones@southfellowship.org

Your cover letter should include brief responses to the following questions:

- Please tell us how you are well qualified for the position.
- Please tell us how this position aligns with your ministry, family and career goals.
- Tell us how you practice your faith, and what church you currently attend.
- Please tell us what resonates for you with South's Mission Statement, "Living in the way of Jesus, with the heart of Jesus".