



NEWSONG

Job Title: People + Connections Development Coordinator

Status: Part-Time, 20 hours per week

Reports to: Leadership + Connections Pastor, Johnny Barry

POSITION DESCRIPTION

The People and Connections Development Coordinator works collaboratively as part of the Connections team to broaden the impact of Newsong's focus on the people/leadership development process, HAVENS and Connection experiences. The People and Connections Development Coordinator will provide support for the operations and administration of the various connections pathways at Newsong, including the Sunday Connections experience, people and leadership development pathways, community events and resource development.

CORE RESPONSIBILITIES

General

- Provide dedicated Sunday support for Newsong services, including preparation, execution, and post-service responsibilities.
- Perform weekly administrative duties to support ministry operations, communication, scheduling, and organization.
- Provide ongoing ministry support on Fridays and maintain flexibility to respond to operational needs throughout the week.
- Coordinate and support Newsong special initiatives and events, including:
 - Newsong Way – Manage food and supply procurement, event setup, hospitality, and breakdown.
 - Support Newsong Events including Annual Summer Picnic, Trunk or Treat and Winter Market.
- Maintain flexibility to provide support for ministry initiatives, special events, leadership meetings, and emerging ministry needs.
- Coordinate food pickups, supply procurement, event setup, hospitality, and logistical support for ministry gatherings and special events.
- Collaborate with pastors, staff, and ministry leaders to ensure effective communication, planning, and execution of ministry programs and events.
- Participate in weekly staff meetings and leadership check-ins to contribute to ministry planning, collaboration, communication, and organizational alignment.
- Balance multiple responsibilities while effectively prioritizing tasks, meeting deadlines, and supporting the overall mission and vision of Newsong.

ANNUAL METRICS

- Build, mentor, and regularly invest in a core leadership team of 8-10 volunteer leaders within the first three months, representing HAVENS, Events, Hospitality, Volunteer Engagement, and Ministry Operations.
- Coordinate and support Newsong special initiatives and events, including:
 - Newsong Way – Manage food and supply procurement, event setup, hospitality, and breakdown.
 - Support Newsong Events including Annual Summer Picnic, Trunk or Treat and Winter Market.
- Maintain excellence in financial stewardship, grant compliance, purchasing documentation, and operational accountability.
- Ensure all ministry initiatives reflect the mission, vision, values, and culture of Newsong Church.