

# First Impressions & Community Engagement Director

*Part-time (2.5 days a week; opportunity for increased hours in 2022) – Permanent position*

*The duties listed below will be phased in slowly reflecting the need for increased hours and Covid related restrictions.*

Heartland, A Church Connected is to be a vibrant and diverse Christ-centered family committed to reaching people in the Greater Toronto Area. We are a church of approximately 250 attendees. As a member of HACC's team, this role requires that you personally embrace, actively promote, and support HACC's mission, vision, and core values. The individual who fills this role is the Lead Pastor's representative to the congregation and community. This requires grace under pressure, the ability to manage multiple tasks and the willingness to joyfully embrace the vision and values of the greater church. This individual will report to the Lead Pastor and will assist them in the mandate to care for and lead the church family of HACC and to reach out to the community. In addition to the duties below, the Lead Pastor may add additional tasks.

## Qualifications

- A heart for God and people.
- Able to work well in a team environment.
- Must be self-starting and diligent in handling ministry responsibilities.
- A strong desire to learn and grow personally, vocationally, and spiritually.
- Possess strong interpersonal skills, as well as excellent verbal and written communication skills.
- Possess demonstrated skills in organization, time management and problem solving.
- Familiar with Microsoft Office applications.

## A. First Impressions

- Oversight of the First Impressions Team, including ushers, greeters, and welcome center hosts.
- Training and development of volunteers and leaders in the First Impressions ministry
- Coordinating volunteer schedules for the first impressions teams via planning center.
- To partner with our decorating teams to ensure our foyer and church are appropriately decorated season to season.
- To run and oversee special Sunday related meetings and events. These would include but not limited to, meet the pastors, name badge Sundays, etc...
- To provide support to the café team

## B. Community Engagement

- Coordinate community initiatives that give Heartland opportunity to meaningfully engage with outreach opportunities.
- The nature of the work here will depend greatly on the kinds of community partnerships that are formed.

## C. Communications

- Weekly bulletins both online and paper
- Assisting Lead Pastor with monthly newsletter
- To ensure our database and information systems are maintained and used appropriately
- Assisting with preparing the ABM report
- Other communications as requires

## D. Administrative Support

- General receptionist duties (phones, church calendar, bookings, communication with renters as needed)
- Provide office support eg: printer maintenance, purchasing of paper etc...
- Keeping accurate records in our church database (planning center)
- Light admin support for Lead Pastor
- Assisting with visitor follow
- Manage the church calendar and building usage
- Other administrative duties as required

**Please forward resumes to Pastor Fraz Mirza at [fraz@achurchconnected.ca](mailto:fraz@achurchconnected.ca)**

*Only candidates with whom we seek an interview will be contacted.*