



Title: Connections Ministry Assistant	Prep/Revised Date: August 2026
Reports To: Connections Pastor	Direct Reports: N/A
FLSA/Hours: Non-Exempt/40 Hours	Campus: Fort Collins

Summary

The Connections Ministry Assistant provides administrative, communication, event, and ministry support to the Connections Pastor. This role helps create smooth and welcoming opportunities for people to connect, join community, and serve by keeping details organized, communications timely, and ministry systems current. The Connections Ministry Assistant strengthens the effectiveness of small groups, guest connection, volunteer engagement, and weekend hospitality ministries.

Duties & Responsibilities

- Support the Connections Pastor with calendars, communication, follow-up, meeting preparation, and ministry coordination.
- Maintain accurate small group, leader, guest, and volunteer information, including rosters, and onboarding details.
- Coordinate communication and administrative support for small group leaders.
- Support first-time guest follow-up and next-step communication so people receive clear, timely opportunities into community and service.
- Assist with volunteer recruitment, onboarding, scheduling, placement, appreciation, and communication.
- Provide support for guest-facing teams, including greeters, ushers, parking, communion, and information center.
- Coordinate logistics for training, Group Launch events, volunteer gatherings, and other Connections ministry initiatives.
- Prepare ministry materials, registrations, room requests, schedules, and volunteer assignments.
- Track participation, engagement, and follow-up information and provide simple reports that help the Connections Pastor identify needs and opportunities.
- Partner with staff and volunteer leaders to ensure ministry details are completed with excellence, warmth, and strong follow-through.

Skills/Qualifications

- Strong administrative, organizational, and communication skills with excellent attention to detail.
- Able to manage multiple priorities, deadlines, and ministry events with consistent follow-through.
- Comfortable using databases, email, calendars, registration tools, and standard office technology.
- Relational, welcoming, proactive, and able to work well with staff and volunteers.
- Able to handle sensitive information with discretion and maturity.
- Commitment to Timberline Church's mission, values, beliefs, and culture.

Education and/or Experience

- One year of relevant experience is preferred.

Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).

- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.
- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.

Position Details: Full-Time.

Exemption/Hours: Non-Exempt. 40 Hours. Sunday-Thursday.

Compensation: \$18.00 – 20.00/hour; depending on previous experience.

Benefits Include:

- Insurance:
 - Employer paid medical, dental, vision, & life insurance.
 - Options for employees to add spouse and/or children for an out-of-pocket expense.
 - Monthly employer paid contributions to Health Savings Account.
- Retirement 403(b):
 - Optional employee contribution plan via pre or post tax election.
- Leave:
 - Generous sick leave applied to leave bank after 30 days of employment. Sick leave accrual totals increase with employment longevity.
 - Generous personal leave applied to leave bank after 30 days of employment. Personal leave accrual totals increase with employment longevity.
 - 10+ paid holidays annually.

[CLICK HERE TO APPLY](#)