



BETENBOUGH  
HOMES®

# JOB DESCRIPTION

## CONNECTIONS COORDINATOR

### **Purpose of Connections Team**

To promote spiritual growth, built around Christian principles, for our employees and their families by providing opportunities to connect with God, connect with each other and connect with their community.

### **Purpose of Connections Coordinator**

To serve our employees and their families by providing spiritual growth opportunities through: building genuine relationships, leading weekly devotional times, coordinating events and impacting local organizations.

### **Essential Job Functions**

- Model and encourage spiritual growth, proper personal priorities and healthy relationships
- Help plan and teach weekly devotional times for a variety of groups and settings
- Plan and drive logistics related to regional internal events (such as Friday lunches, quarterly gatherings, etc.) by selecting locations, coordinating RSVPs, managing reservations, speakers, caterers and being a liaison for employee questions/concerns
- Proactively observe and identify healthy opportunities for growth among teams
- Organize celebrations and sympathies for employee life events including: birthdays, company anniversaries, wedding/baby showers, graduations, new Bettenbough home employee purchases, deaths, and sickness; support and equip employees to do the same for each other, homeowners, trade partners, and community relationships
- Build a culture of generosity through: Researching and presenting local community grants applications, coordinating community service opportunities and connecting employees with their service passions.
- Advocate for organizational initiatives and company core values

### **Qualifications**

- Thorough awareness of Biblical Christian teaching and ability to communicate those truths so any audience can understand
- Mature understanding of Christian worldview and the ability to articulate these principles to others
- Experience leading devotions or Bible studies
- Good with people – playful, positive, genuinely interested in people, patient with others, ability to be supportive and motivate, while having discernment
- Ability to handle confrontation well – doesn't shy away from tough conversations, yet still remains approachable, displays emotional intelligence
- Trustworthy and able to maintain confidentiality
- Available and flexible – a generous spirit that understands connection moments with people aren't always conveniently scheduled. For example, urgent employee care needs, scheduling team events, etc.
- Strong communication skills – written and verbal, both one-on-one and leading/teaching in small groups
- Self-motivated trailblazer – proactive, good time management, able to prioritize
- Team player – able to work within a close team with healthy peer-to-peer accountability
- Experience with computers and technology

**Work Environment and Physical Requirements**

- Works in temperature controlled environment
- Vision for near, mid-range, far and accommodation
- Hearing for low, medium, and high pitch
- Effective communication skills when dealing with co-workers and community members
- Requires physical ability for standing, sitting, crouching, kneeling, frequent walking, reaching above head and below waist.
- Must be able to perform all job expectations safely with or without reasonable accommodations.
- Ability to lift 15 – 30 pounds

**Work Schedule**

- Full-time position - Monday through Friday with varying hours either 7am to 4pm or 8am to 5pm
- Occasional meetings and events outside of normal working hours are required
- Occasional travel to other company regions or event locations is required

**Benefits**

Comprehensive employee benefit package  
Employer paid life insurance  
Enrolled into ESOP (retirement benefits)  
Paid vacation/sick/holiday time

Company-issued cell phone  
Corporate training and travel  
Company-sponsored vision trips

**Supervisor:** Ryan Harris, Connections Manager

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Connections Coordinator Signature

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Date