

CONNECTIONS COORDINATOR

JOB DESCRIPTION



OVERVIEW

Reality SF is a church community located in San Francisco, California, that is committed to following Jesus and seeking renewal in our city. We are committed to doing this by being with Jesus, becoming like Jesus, and doing what Jesus did. To that end, we are looking to hire an experienced Connections Coordinator to assist in leading, shepherding, and being an integral part of our Community and Formation team. This person will be charged with directing focus, energy, and resources toward advancing the Reality SF vision and mission by maintaining and executing discipleship and formation through the ways we practice and embody community.

ROLE SUMMARY

The Connections Coordinator plays a vital role in fostering a welcoming, connected, and spiritually enriching community at Reality SF. As part of the Community & Formation Team, this position ensures that individuals can engage in the life of the church and seamlessly integrate into the next step of our Spiritual Growth Pathway. The Connections Coordinator also helps lead volunteer recruitment, training, and leadership development while providing essential administrative and operational support. This role is key to helping individuals find clear pathways to belonging, serving, and growing in their faith at Reality SF.

SPECIFIC DUTIES & RESPONSIBILITIES

- Hospitality, Assimilation, & Next Steps Coordination
 - Guide individuals toward deeper discipleship and community engagement by integrating seamless assimilation efforts within the Spiritual Growth Pathway.
 - Manage and maintain the assimilation pathway, including Welcome to Reality, The Card process, and Baptism.
 - Develop and sustain connection spaces where people feel seen, heard, and known (e.g., Eatups, Alpha).
 - Facilitate pastoral connections, coordinating meetings with congregants and team members.
 - Support Alpha as a key entry point in the Spiritual Growth Pathway, assisting with logistics, participant engagement, and follow-ups.
- Volunteer Engagement & Development

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- Volunteer Recruitment & Onboarding: Develop and implement a clear pathway for recruiting, onboarding, and integrating volunteers into ministry roles.
- Training & Leadership Development: Organize and lead orientations, training sessions, and development initiatives to equip volunteers and identify future leaders.
- Volunteer Care & Appreciation: Foster a culture of encouragement through regular check-ins, support for team leads, and recognition initiatives to ensure volunteer retention and engagement.
- Scheduling & Ministry Readiness: Oversee volunteer scheduling, ensuring teams are fully staffed, prepared, and effectively supported for ministry events.
- Administrative & Operational Support
 - Systems & Data Management: Maintain and update church management systems and databases to accurately track assimilation processes, volunteer engagement, and ministry participation.
 - Volunteer Coordination & Support: Oversee volunteer onboarding, manage interest forms, respond to inquiries, and ensure alignment with ministry needs and church values.
 - Administrative & Communication Support: Handle correspondence related to Sunday Hospitality and newcomer engagement, ensuring timely and welcoming responses to inquiries (e.g., info@realitysf.com).
 - Resource & Training Development: Create, update, and maintain handbooks, guides, and other resources to support volunteer teams, team leads, and leadership development.
 - Ministry Operations & Reporting: Assist in budget tracking, scheduling, event coordination, and reporting volunteer engagement metrics to assess ministry effectiveness and sustainability.

WE'RE EXCITED ABOUT YOU BECAUSE:

- You believe that you do not just have a soul, but you are a soul. You lead and embody a trajectory of growth and maturity with Jesus with a deep care for emotional health, spiritual growth and invite others along in their discipleship to Jesus.

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- You serve and lead from a place of intimacy with Christ. You lead with a desire to be sensitive to the Holy Spirit in the complex situations and environments or congregants you are serving.
- You keep a posture of service at the center. You embody humility and continually empower others through servant leadership. You exhibit a commitment to integrity, confidentiality, and interconnectedness to those you serve.
- You are empowered by the Holy Spirit, and you strive for operational excellence. You are highly organized and care about the details. You have the ability to track and manage complex processes, and a desire to manage multiple programs, people and pathways for development.
- You are equally comfortable operating at 10,000 feet and 1 foot. You do not hesitate to get in the weeds and operate at the lowest level of detail, but you are just as comfortable thinking long-term and inspiring a team. No job is beneath you.
- You have outstanding communication skills. You are a clear and concise communicator who targets multiple audiences effectively through your strong written and verbal communication and presentations skills.

KNOWLEDGE AND SKILLS

- Minimum Qualifications
 - Living within character qualifications of 1 Timothy 3:1-13
 - 2+ years experience in similar field
 - Strong analytical and problem solving skills
 - Able to influence, coach, and drive impact through effective working relationships
 - Must have demonstrated effective multitasking and project management skills
 - Experience working on a team with ambiguity and evolving responsibilities
 - Project management skills across multiple disciplines and stakeholders driving projects from conception to implementation
 - Must be able to work hours specific to the events as needed
 - Experience successfully leading, recruiting, and developing a team of volunteers

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- Can teach well and have excellent interpersonal and communication skills
- Vision driven and action orientated, an inherent desire to achieve exceptional results
- Preferred
 - Bachelor degree
 - History of success with leading multiple cross-functional teams
 - Experience with systems and database management
 - History of successfully recruiting, equipping, and mobilizing lay ministry leaders
 - Integrated and applied knowledge of spiritual formation
 - Integrated and applied knowledge of race, diversity and equity

Status

Full-time

Reports to

Associate Pastor

Salary Range

\$55-65K

Benefits

Medical

Dental

Life Insurance

Paid Leave

Works with

Associate Pastor

Community & Formation Team

All staff ministry leaders & pastors