

THE CHURCH OF Eleven22

Position: Vision Engagement Associate
Reports to: Vision Engagement Director
Supervises: N/A
Classification: Full-time, Non-exempt
Location: Central Offices
Organization: The Church of Eleven22

Objective

Oversee the engagement, planning and execution as it pertains to some of the church's generosity initiatives and discipleship, while always pointing back to a primary purpose of being a part of a movement for all people to discover and deepen a relationship with Jesus Christ.

Key Responsibilities

- Assist in planning and execution of Vision Summits, retreats and additional vision engagement church events
- Manage serve staff teams
- Coordinate, schedule and provide follow-up notes for meetings
- Manage monthly budget, invoice requests and credit card expenses
- Manage email and calendar meetings as needed
- Work with ministry areas to ensure communication of vision and initiative updates through webpage, newsletters, services and social media
- Manage vision ambassador relationships
- Weekly reporting on specific data metrics
- Manage Mortarstone profiles and updates

Competencies

- Model The Church of Eleven22's mission, vision and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Strong proactive communication skills
- Strong time management skills
- Proficient in Microsoft Office Suite

Education and Experience

- Highly organized and proficient in multi-project management
- Experience in organizing and planning events.
- Preferred knowledge of Office, Mortarstone, Rock, Planning Center Online and Basecamp
- Preferred experience in multi-site churches with congregations of 12,000+ people



Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work may vary depending on church needs.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some lifting is required. This would require the ability to lift storage bins, bend or stand as necessary.

Code of Conduct

1. We live authenticity
2. We are gospel-centered and mission-focused
3. We are family
4. We are life-long learners
5. We aim for excellence in the experience with zero excess
6. We choose to trust
7. We pray 1st and decide 2nd
8. We glorify God by honoring others
9. Our team unites under clear vision
10. We walk in humble confidence

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.