

To glorify God through the fulfillment of the Great Commission

Position Description

Title: Assimilation Coordinator
Reports to: Julia Termanas-Business Administrator

Function: The **Assimilation Coordinator** will work with the C3 team and all staff ministry contacts to strategically meet or exceed goals that will help us connect people through the “STEPS” leading to growing as a “3W” disciple who worships/walks/works for Christ. This person will be the leader of the C3 team (call/care/connect), which consistently reaches out to help people connect or stay connected to the church. They will conduct themselves in accordance with the mission, vision, and values of Harvest Palos, and agree to fully cooperate with the leadership.

Responsibilities:

- Lead the C3 team (call/care/connect)
- Ensure weekly calls/letters to 1st time guests
- Ensure calls are made to STEP 1 and STEP 2 prospects (follow up emails)
- Keep accurate Fellowship One prospect lists and update frequently
- Research the Fellowship One database to find people who haven't taken the “STEPS”
- Ensure 4x missed postcards/calls
- Help with STEP 2 follow up
- Help with STEP 3 recruiting
- Develop and oversee assimilation process for Kids, Student, 1st time visitor, Camp, and VBS visitors
- Oversee the collection of weekly prayer requests, entering and send to Prayer Ministry.

Terms: 8-10 hours per week, paid hourly.