



# Assimilation Lead

The Assimilation Lead will be responsible for the following:

- 1. Cultural Requirements/Expectations:** Live out Biblical principles and uphold the core values of WLC.  
Examples include:
  - Commitment to follow Jesus, multiply disciples, transform lives
  - Participate in worship and in a WLC Discipleship opportunity.
  - Generously support WLC ministries with time, talent, and resources
  - Set appropriate boundaries to protect character and integrity
- 2. The Assimilation Lead will have the following Job Responsibilities:**
  - Oversee and develop the assimilation systems that move people from first-time participation to full engagement at WLC.
  - Build, manage, and continuously improve Planning Center workflows that support the assimilation journey.
  - Develop and document a clear WLC Journey Map outlining how people connect, grow, and engage at WLC.
  - Create and maintain data dashboards and reports to measure effectiveness and track movement along the connection pathway.
  - Develop and refine guest follow-up strategies in collaboration with the Communications and Marketing Team.
  - Think creatively about next-step opportunities that help people find belonging, purpose, and growth at WLC.
  - Use data insights to evaluate strategies and recommend improvements that strengthen hospitality and assimilation outcomes.
- 3. The Assimilation Lead will demonstrate the following skills and attributes:**
  - Strong leadership and relational skills with the ability to empower volunteer leaders across multiple campuses.
  - Willing to learn and become proficient in data informed processes.
  - Systems thinker who can translate vision into clear, sustainable processes.
  - Strong organizational administrative skills.
  - Excellent communication and collaboration skills across departments and campuses.
  - Ability to manage budgets and oversee multisite systems with consistency and care.
  - Event planning and coordination experience preferred.
  - Deep commitment to the mission and values of Woodbury Lutheran Church.
  - Heart for hospitality and a passion for helping people connect with Jesus and community.
- 4. Personal Growth and Development:** The Assimilation Lead will continue to grow personally and professionally by:
  - Developing Spiritual, Relational, Emotional, and Physical Health
  - Setting and measuring goals (rocks) for personal growth and job performance growth on a quarterly basis
  - Obtain job-specific training/certification as required
- 5. Required Qualifications:**
  - AA degree
  - 1-3 years of work experience in a professional setting desired
- 6. Work Schedule:**
  - 20 hours per week
    - Flexible schedule; not required to work Sundays except for key all-campus events or as needed for oversight.
    - Occasional evening or weekend hours may be required for hospitality initiatives.
  - Salary position, with competitive benefit package

Please send your resume along with three references to [careers@wlc.church](mailto:careers@wlc.church).