



Community Ministry Associate/Admin

This is a part-time position, requiring 20 to 29 hours of work per week. Working hours are Monday through Thursday, and there will be events that require flexibility.

About the role:

This is a multi-task position assisting with departmental administrative and clerical functions.

What you will do:

- Coordinate monthly community outreach events.
- Process new volunteers through PCO application and registration.
- Assisted in developing policies and procedures for volunteers, security, and the Ministry.
- Assist in developing a training manual with the ministry's vision, expectations, and training tools.
- Assist with establishing and coordinating various ministry teams, such as prayer, personal ministry, and evangelism.
- Responsible for reconciling budget spreadsheets
- Work with internal departments and processes
- Be available for ministry support and one-on-one ministry
- Lead off-site ministry teams as needed

What you bring:

A: Qualifications

- Very experienced with Google Apps and Google Suite (Calendar, Drive, Contacts, etc)
- Ministry education is desired but not required

B: Characteristics

- Must exhibit a personal and growing relationship with God and a teachable spirit.
- Must be committed to continual learning and growth. Must agree and align with the mission, vision, and leadership of Res Life Church.
- We request that this role attend one Sunday morning service weekly in person to become or remain familiar with our culture, beliefs, and structure, and more effectively fulfill this role.
- We request that this role actively volunteer for a Res Life ministry outside their work role and schedule to support our goal of winning souls and making disciples.

Physically Required:

This position requires lifting to 25 pounds. This position may stand for long periods.

The above duties, activities, or responsibilities may be supplemented periodically.