



Job Title: Women's Ministry Administrative Assistant

Reports to: Women's Ministry Director

Status: Exempt/Salaried Part Time

Prepared By/Date: Kristen Crown - 8/25/2020

Approved By/Date: Rosalind Gillie 8/25/2020

Position Summary

The Women's Ministry Administrative Assistant should have a strong passion for the Lord and a desire to equip women of all ages and stages to grow in their walks with the Lord. The Women's Ministry Administrative Assistant will help plan and execute Women's Ministry discipleship efforts which include Bible Studies, quarterly and yearly events/conferences. The assistant should be detailed oriented while being able to prioritize the larger purpose of each event/program. The assistant should have a flexible schedule and be able to prepare and attend all weekly Bible Studies and events.

Working Relationships

Works directly with the Women's Director, Men's Ministry Pastor and other staff members.

Roles and Responsibilities

- Prepare Bible Study and other event registrations through the Church's database
- Coordinate Bible Study material pick up/check-in including: books, name tags, videos, rosters, cash box, refreshments
- Coordinate with the Nursery Coordinator about childcare needs for all events
- Communicate with the finance department about collection of registration fees and payment plans
- Execute or coordinate volunteers to fulfill all technology and logistical needs for Bible Studies and other events including: announcements, teaching videos, worship slides, production, etc
- Help plan and execute yearly retreats/conferences and quarterly events such Women at the Well and Mother Daughter Night
- Create budgets for finances necessary to execute all Women's events and communicate with the Women's Director about those needs
- Perform typical administrative duties throughout the workweek including: sending emails, creating meeting agendas, keeping spreadsheets for attendance, communicating with leaders and volunteers about meetings and needs, organizing all Women's Ministry inventory

Key Performance Indicators

- Effectiveness and organization of Bible Study and other ministry events
- Communicating with all necessary departments
- Organization of all necessary details and tasks
- Timeliness, professionalism and creativity of all given tasks

Qualifications and Requirements

- Passionate love for the Lord
- Desire to see women know Him more
- Servant heart
- University Graduation
- Creativity
- Excellent interpersonal skills
- High level of organization
- Previous administrative experience is preferred
- Google Suite proficient is preferred

If you are interested in this opportunity and meet the qualifications below, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.