



Job Title: Women's Ministry Assistant

Reports to: Women's Ministry Director

Status: Non-Exempt/Part Time

Prepared By/Date: Michelle Ravan - 9/22/22

Approved By/Date: Rose Anderson - 9/22/22

Position Description

The role of Women's Ministry Assistant is to provide organizational and administrative support to the Women's Ministry. The Women's Ministry Assistant supports ministry efforts on a weekly basis and assists with special events of the ministry. This position is for 28 hours per week at \$15 to \$20 per hour based upon experience.

Roles and Responsibilities

- Assist Women's Director in planning for studies, selecting dates, meeting with teachers, and selecting curriculum; including weekly setup, breakdown, and general support.
- Keep stock and organization of ministry resources and spaces
- Communicate effectively with campus support staff for Women's Ministry needs and event details
- Assist Women's Director in planning and implementing all details related to women's retreats (both onsite and offsite)
- Provide general support and encouragement to women's ministry leaders and members.
- Assist with recruiting and training volunteers

Key Deliverables

- Support of Women's Ministry activities and special events.
- Support of Women's Director
- Knowledge of Rock RMS and how to use it to support Women's Ministry

Qualifications and Requirements

- 1-2 years experience in an administrative assistant role preferred
- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibit a lifestyle that is consistent
- Currently attending and willing to become a member of East Cooper Baptist Church
- Willing to become proficient in ECBC database system (Rock RMS)
- Proficiency in Google Suite (Google Drive, Docs, Sheets, Slides)
- Excellent communication skills
- Excellent organizational skills
- Flexible schedule
- Collaborate on a team

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.