



Ministry Assistant, Discipleship Ministries

Job Type:	Full Time
FLSA Status:	Exempt
Hours per Week:	35 hours/week
Pay:	\$30,000 - \$40,000
Reports To:	Pastor of Discipleship

PRIMARY DUTIES AND RESPONSIBILITIES

- Event management for Children, Student, and Adult events/retreats, including form building, registration data, communication, and event check-in.
- Management of mission activities for students and their families to include maintaining an accurate database of student mission funds, collection, and distribution of funds.
- Website management for Discipleship areas.
- Weekly newsletter publication for Children and Student ministries.
- Coordinate background check process and data management for all volunteers.
- Assist with budget management for Discipleship areas, including expense reports, budget allocations, and monthly reporting.
- Maintain groups and events in MyAsbury, the churchwide ChMS.
- Coordinate ordering and resourcing of supplies for Discipleship areas.
- Assist with preparing and distributing outreach communications for Discipleship areas, including birthday cards, seasonal outreach, etc.
- Assist with room reservations and setup coordination for Discipleship area events, including room setup plans, planning logistics, food ordering, and communication to attendees.
- Develop relationships with families and students as a trusted support person. Answer questions and respond in a timely manner to all inquiries.

SKILLS AND QUALITIES DESIRED / KNOWLEDGE REQUIRED

- Ministry-minded person who understands the importance of this role in the Body of Christ
- Proven experience with administrative tasks and skills
- High level of competency in Outlook, Word, and Excel with ability to learn other computer programs quickly and use them proficiently (e.g. church management and event scheduling software)
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Effective verbal and written communication skills; the ability to communicate graciously with coworkers and church members.
- Strong organizational skills and ability to manage multiple projects and deadlines.
- Interpersonal skills; the ability to work well with a team
- Takes pride in work and feels responsible for helping others

EXPECTED HOURS OF WORK

Days and hours of work are Monday – Thursday, 35 hours per week. Occasional weekend and evening hours are possible for special events and meetings