

Group & Women's Discipleship Administrative Assistant

Classification

- PT Non-Exempt

Reports To:

- Group & Women's Discipleship Director

Compensation:

- \$17-\$20/hour

Time Commitment:

20-25 hours/week which includes:

- Occasional Sunday Morning Ministry support
- Occasional weekend & evening event support.
- Participation in Discipleship Team meetings as necessary

Qualifications:

- Commitment to EFCC's Statement of Faith, Mission, & Values.
- 5+ years in Administrative role or equivalent.
- Ministry experience preferred
- Proficient technology competence including; databases, word processing, Google tools, and social media.
- Excels in organizational skills, multi-tasking, coordination, collaboration, being detail oriented & adaptable.
- Interpersonal skills include humility, discretion, professionalism, integrity & a servant-heart.

In a Sentence:

Administratively supports the Group & Women's Discipleship Director in collaboration with the Discipleship Team to smoothly and effectively implement the discipleship strategies here at EFCC.

Key responsibilities include, but are not limited to:

General Ministry Support:

- Handles ministry communication with grace & sensitivity
- Provide printed & digital ministry materials as needed
- Assist the Director in tracking needed reports for the Leadership Team, Elders and for Church Business Meetings
- Assist the Discipleship Team in scheduling, planning and implementing various All Church events
- Assist in budget tracking and planning
- Works with the Discipleship Administrator in the stewardship of a welcoming & effective work environment
- Collaborates with various EFCC teams to provide effective ministry execution
- Help Group & Women's Ministry stay organized and on track to meet goals

Life Group:

- Assist by continuous improvement & maintenance of the processes that support the Life Group ministry
- Assist in the development & execution of group leader training & recognition events
- Provide support to the life groups & leaders by responding to general questions in a timely manner
- Assist in Life Group space management on campus
- Ensure Life Group calendar and digital offerings are up-to-date & accurate

Women's Ministry:

- Help to schedule and communicate groups and/or events
- Provide logistical support by ordering materials
- Assist in the coordination of Women's Ministry volunteers
- Administratively support the development & maintenance of the mentorship program
- Prepare printed resources to support groups, studies and other events
- Assist with tracking group and/or event attendance
- Provide assistance to the Director by reviewing documents, videos, or studies upon request