

Ministry Assistant

Part-Time



This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for providing administrative support for one or more ministries at OHC.

DEPARTMENT

Adult Ministries

REPORTS TO

Director of Adult Ministries

DIRECT REPORTS

None

WORK WEEK

Typically Monday - Friday

HOURS PER WEEK

29

FLSA

Non-Exempt

JOB CLASS

Para-Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Supports ministry leader(s) with daily activities, including managing the flow of information by screening calls, sorting mail, responding to e-mail and website requests, calendaring, and submitting IT and Facilities requests. Records and distributes minutes as needed.
2. Develops and maintains manual and electronic filing systems.
3. Assists with event planning, implementation and assessment of activities, conferences, meetings, luncheons, leader trainings, and special events.
4. Coordinates event and program activities to include room reservation and set-up, technical and audio requirements, refreshments, handouts, study materials, and guides. Ensures each event is provided with quality services, security if needed, and preparedness.
5. Coordinates event registrations and attendance reporting.
6. Collects money, prepares deposits, processes reimbursements, and keeps record of expenditures.
7. Assists ministry leaders with coordination of external promotions content collections; collaborates with Creative Team the ministry's design and promotional needs. Prepares invitations, mail outs, branding materials, social media and web pages, etc., with finalized content.
8. Provides internal promotions support such as labels, flyers, volunteer invitations and event promotional trinkets.
9. Assist with the recruitment, selection, and training of volunteers.
10. Monitors inventory of ministry resources, office supplies, and educational materials.
11. Attends and participates in departmental and staff meetings as needed.
12. Assists in yearly budgeting process.
13. Other duties and responsibilities as assigned.



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission and vision.
5. Supportive of OHC's beliefs, values, discipleship commitments, and distinctives.
6. Consistently models the Staff Relational Values.
7. Attends Membership Class and becomes a member within three (3) months of employment.

MINIMUM QUALIFICATIONS

1. High School diploma or GED. Two (2) years of college preferred.
2. Two (2) years of para-professional, bookkeeping, or administrative experience.
3. Experience can substitute for education.

KNOWLEDGE AND ABILITIES

1. Knowledge of principles of organizational and administrative practices.
2. Knowledge of computer office applications and equipment.
3. Knowledge of basic accounting principles.
4. Knowledge of English grammar and vocabulary.
5. Knowledge of research and arithmetical methods.
6. Ability to work independently with limited supervision.
7. Available to work with occasional flexibility in schedule.
8. Ability to discern and maintain confidentiality.
9. Ability to communicate clearly and effectively through both verbal and written means.
10. Ability to establish and maintain effective working relationships with ministry volunteers.
11. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

REVISED: July 2021