



WOMEN'S MINISTRY ASSISTANT Job Description

Position Type: Part-time, hourly, up to 20 hours/week

Reports To: Women's Ministry Director

PURPOSE OF THE POSITION: Support Women's Ministry by executing various administrative details, database management, communication, social media, event execution and other logistics.

BASIC QUALIFICATIONS:

- Demonstrates a personal faith in Jesus Christ, modeling a lifestyle of a passionate, maturing follower of Jesus.
- Teachable and approachable
- Enthusiastically embraces God's vision for Bay Area's Women's Ministry
- Agrees with BACC statement of Beliefs, Position Papers and meets all requirements to be a Ministry Partner.
- Regularly attends BACC or is willing to begin attending.
- Strong written and verbal communication skills.
- Proficient in computer and administrative systems.
- Effective team player with a collaborative spirit.
- Self-motivated with strong organizational and problem-solving abilities.
- Flexible schedule with availability for evenings or weekends as needed.

PREFERRED EXPERIENCE:

- Event planning and execution
- Advanced Excel spreadsheet capabilities

GENERAL RESPONSIBILITIES: This position's responsibilities include, but are not limited to:

Administrative Duties

- Event and program registrations
- Interdepartmental technical and creative requests
- Church database updates
- Ensure social media updates have been made
- Produce printed materials for internal use
- Assist with other tasks as needed

Wednesday Morning Coordinator

- Requires being onsite to manage facility and tech needs each week during the study.
- Print all necessary documents for Bible study coaches, leaders and group members throughout the semester.
- Work with Bible study coaches to assign registrants to small groups.
- Manage communication to include important registration and event details for registrants.
- Notify attendees of unexpected closures or other changes.

Event Logistics

- Executes event logistics to free the Director to focus on event content, vision and forward-facing roles.
- Works within the event budget for the purchase of supplies, the hiring of caterers and vendors and other event expenses.
- Coordinates with the caterers and vendors, works with an event team to execute event details such as décor, refreshments, set-up, clean-up, tech needs, check-in and hospitality.

Other Duties

- General ministry duties necessary to help accomplish the ministry vision/goals
- Bay Area staff, departmental, and campus meetings, church-wide events, and 'all-staff' commitments

- Maintain regular office hours (as is appropriate for role) in cooperation with other team members to foster a healthy team culture and team unity across the system