



Job Title: Ministry Assistant (Communications, Missions, Young Adults)
Reports To: Jennifer Chambers
FLSA Status:
Direct Reports: None
Date Revised: November 7, 2018

POSITION SUMMARY:

This position is the full-time administrative assistant for the Communications, Missions and Young Adults Ministries. He/she is responsible for performing the necessary duties as assigned by the Pastoral Ministries Assistant / Office Facilitator, Minister of Communications, Minister of Missions and Minister of Young Adults.

ESSENTIAL RESPONSIBILITIES:

General Tasks

- Provide administrative and organization assistance for the functions of the assigned ministries, including managing requests by phone, email and other forms of communication
- Gather financial documentation and help manage other inter-office functions for the assigned ministers

Communications-Specific Tasks

- Responsible for assisting in planning, coordinating and implementing the duties and responsibilities of the Minister of Communications
- Help ensure that a consistent theme and brand is maintained across various communication platforms and disciplines
- Under the direction of the Minister of Communications, facilitates the production of FHBC's weekly bulletin and email newsletter
- Regularly update fhbc.org and help maintain the church's social media presence (as needed)
- Work on special projects assigned by the Minister of Communications, as well as other duties as assigned

Missions-Specific Tasks

- Assist Minister of Missions in routine tasks pertaining to general ministerial responsibilities and support of our ENGAGE Missions Strategy
- Support the Minister of Missions in managing logistics pertaining to planning and execution of domestic and international Mission Engagements throughout the year
- Assist the Missions Committee and Mission Engagement team leaders with various tasks in fulfillment of our missions strategy
- Under the direction of the Minister of Missions, coordinate details of onsite and offsite ministry events alongside church members and community ministry partners
- Provide detailed planning and support for our annual ENGAGE Global Celebration

Young Adults-Specific Tasks

- Payment requests and management for Young Adult events (Young Singles Community Group, College, Other Bible studies)
- Young Adult Communication support through electronic media and social media (Facebook, Twitter, Instagram)
- Event support for details and logistics of Young Adult events
- College mailing coordination, packaging, and shipping as well as college graduate recognition details
- Monitor weekly church communications for updates for regular young adult meetings, events, and activities

KNOWLEDGE AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required.

General

- Excellent written and oral communication skills
- Proficiency with both Mac and PC computer platforms
- Cheerful, willing attitude

Education and/or Experience

- High School diploma required, bachelor's degree preferred.