



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

Outreach

REPORTS TO

Local Outreach Minister

DIRECT REPORTS

None

WORK WEEK

Monday - Thursday

HOURS PER WEEK

19

FLSA

Non-Exempt

JOB CLASS

Para-Professional

MINISTER DESIGNATION

No

DRIVING REQUIRED

No

PRIMARY DUTIES AND RESPONSIBILITIES

1. Answers phone, e-mail and website requests; takes information and responds to inquiries regarding Outreach ministries.
2. Assists with event planning, implementation and assessment of activities, conferences, meetings/luncheons, leader trainings, and special events.
3. Supports Leadership and various ministries with administrative duties to include taking minutes, recording and distributing minutes, and copying and distributing materials.
4. Coordinates event and program activities to include room reservation and set-up, technical and audio requirements, refreshments and/or catering, handouts, study materials, and guides.
5. Ensures each event is provided with quality services, security if needed, and preparedness.
6. Assists with the recruitment, selection, training and retention of volunteers.
7. Assists with and processes volunteer applications.
8. Prepares volunteer registration, coordination and attendance for outreach events. Prepares and submits various reports and communication regarding outreach events.
9. Collects money, prepares deposits, processes reimbursements, and keeps record of expenditures.
10. Assists with ministry promotion and training information such as invitation orders and mail-outs, printing of materials and notebooks, and updating of bulletin, social media, and website.
11. Monitors inventory of ministry resources, office supplies, and educational materials.
12. 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, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) 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: 02/2021