



SPOTSWOOD
BAPTIST CHURCH

TITLE OF POSITION: **COLLEGE MINISTRY ASSISTANT**

(NOVEMBER 2021)

REPORTS TO: College Pastor
PEERS WITH: Student Admins
POSITION TYPE: Part Time, 16 hours/week

PURPOSE OF THE POSITION: The ministry assistant to the College Pastor requires a candidate who is ministry minded, highly motivated, organized, and capable of managing a high volume of administrative duties in a fluid office environment. This position will assist with two main platforms: logistics and communication.

Expectations:

The position is part time, and reports to the College pastor. The candidate should be detail-oriented, accomplishing tasks in a fast-paced, team environment, with a desire to learn and willingness to approach tasks from different angles. In addition, the position by its nature will require the ministry assistant to exhibit decisiveness, tact, and a gracious spirit in interpersonal relationships with complete strangers. The position is bound by the regulations set forward in the Spotswood Baptist Church Employee Handbook.

The candidate can hold the following expectations with regards to the College Pastor:

- Communicate expectations and tasks with clarity
- Lead weekly task meetings
- Provide and elicit routine feedback
- Invest in training & professional growth for the position

Helpful Skills:

Productivity Suite Proficient (Microsoft or Apple), Organization & Calendaring, Interpersonal Relationships, Familiarity w/ Facebook, Instagram and Proficient in Outlook & iCal, High Adaptability to Our Church Management Software (Spotswood Connect)

Compensation:

The Ministry Assistant Position is presently being offered as a part time position. Compensation, including benefits, are determined by the Senior Pastor's Office, and the Personnel Committee of Spotswood Baptist Church, and in accordance with the Employee Handbook.

Responsibilities:

Manage Routine Administrative Tasks (Logistics)

ex: payment vouchers, attendance reports, mail-print-&-copy, filling reception, taking calls

Scheduling Ministry Communication (Coms)

ex: Instagram posts, Facebook ads, Weekly leader emails, Managing Church Software

Organize Pastor's Calendar (Logistics & Coms)

ex: updating Friday Pastor list, Hospital/School Schedule, Staff mtgs, scheduling appointments

Managing Ministry Supplies (Logistics)

ex: General office supplies, and ministry-specific supplies

Coordinating Weekly & Major Events (Logistics)

ex: Making Reservations, Event Payments/Sign Up, Contacting Leaders, Preparing Curriculum

Producing Ministry Related Content (Coms)

ex: Sign up sheets, Guidebooks for Retreats, Ordering Shirts, Yearly calendar handouts