



Family Ministries Assistant

Purpose: Assist both the Children's Ministries and Student Ministries Directors in Administrative Duties

Reports to: Director of Children's Ministries and Student Ministries

Weekly Hours and Schedule: 29 hours per week. Part-time.

Duties and Responsibilities:

- Children's Ministry
 - Assist Children's Director with administrative duties as needed
 - Recruiting volunteers
 - Training
 - Calendars
 - Planning Center
 - Metrics and Reports
 - Manage Inventory/Ordering for Department
 - Assist with managing curriculum and development

- Student's Ministry
 - Assist Student Director with administrative duties as needed
 - Emails
 - Training
 - Calendars
 - Planning Center
 - Metrics and Reports
 - Manage Inventory for Department
 - Oversee reservations and administrative duties for trips and conferences
 - Assist with curriculum development and manage ongoing administration of curriculum

Professional Responsibilities:

- At least two years of experience working/volunteering in a Children's/Student's Ministry
- Proficient in Microsoft Office Suite
- Proven ability to recruit, train, and maintain volunteers
- Team player

Personal Responsibilities:

1. Passionately strive to live the abundant life through applying the core values of Hope Church in a vital daily relationship with Jesus Christ.
2. Maintain the God ordained priorities in my life by putting Jesus Christ first, spouse second, children third and ministry fourth.
3. Give at least 10% of my income into the vision of Hope Church.
4. Attend, serve, and stay involved in Hope Church
5. Avoid the appearance of evil. Let no hint of immorality exist and conduct life with integrity in all situations.
6. Demonstrate loyalty to Hope Church leadership and seek to maintain unity in every situation.

Weekly Schedule:

1. Sunday: 8am - 1pm
2. Monday: 9:30am - 4pm (30 min lunch)
3. Tuesday: 9:30am - 4pm (30 min lunch)
4. Wednesday: 10am - 4:30pm (30 min lunch)
5. Thursday: 9:30am - 4pm (30 min lunch)