



# ADULT MINISTRIES ASSISTANT

## Job Description

### **OBJECTIVE**

The Adult Ministries Assistant will provide administrative initiative and support for Adult Ministries staff and programming in order to help cultivate a disciple-making environment for women and men.

### **SCOPE**

- Part-Time // Non-Exempt // Hourly (approximately 20-25 hours per week)
- Ministry Staff // Adult Ministries // Reports to Executive Director

### **RESPONSIBILITIES**

#### **NHC Staff**

- Be a champion of NHC's vision and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

#### **Adult Ministries**

- Provide general administrative support for staff and volunteer leaders in Adult Ministries (Leader Development, Life Groups, Men's, Women's)
- Assist in planning, coordinating and resourcing adult groups, studies, classes and events
- Coordinate ministry logistics including calendar, website information and facilities reservations
- Collaborate to create ministry communications and publications
- Maintain a database of participants in each ministry and proactively integrate new participants
- Support the recruitment, training and shepherding of volunteer leaders for the ministries
- Collaborate with NHC ministry leaders to evaluate trends and develop integrated adult discipleship strategies
- Assist in creating and administrating Adult Ministries budgets to maximize ministry impact

### **PROFILE OF PREFERENCE**

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Strong administrative, organizational and communication skills
- Servant-hearted resourcefulness and initiative
- High cultural savvy and collaborative attitude