

**Position Title:** Family Ministry Assistant Ministries

**Ministries:** Family/Middle School/ High School

**Position Type:** Full Time / Salaried / Non Exempt

**Reports To:** Family Pastor

**Purpose of Role:** To support the mission of Journey Church through excellent and effective administrative support services, skills and assistance, streamlining all facets of our Family Ministry encompassing Middle School and High School ministries.

**Primary Tasks:**

- Support all ministry administrative support needs of the Family Pastor, Middle School Pastor, and High School Pastor
- Equips, resources and supports Family Ministry, Journey Middle School and Journey High School Serve team volunteers.
- Communicates effectively as a primary point of contact for the Ministries
- Contributes to a healthy Ministry Team culture
- Collaborates with the Church Ministry Team when requested or assigned

**General Responsibilities:**

- Assists Family//Middle School/High School Pastor's in managing all aspects of CCB needs.
- Assists in the oversight of Family/Journey Middle School/Journey High School Ministries calendar of events, and coordination between All-church ministry calendars
- Communicates effectively with people seeking information about Family Ministries, including accurate knowledge of Middle School and High School Ministry
- Coordinates and manages all outreach events, Mid-Week, Vibe @ 5 (ex., "Parent Talk, , camps, etc.").
- Assists FamilyMiddle School/High School's with calendar management (scheduling coffee, lunch, etc) when requested, and all expense reports and general administrative needs
- Oversees all , paid-staff & volunteers,
- Attends Church All Staff meetings and other meetings as requested
- Communicates, collaborates and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays or when requested.
- Prays regularly for the church and its people, and models spiritual vitality and accountability

**Experience and Knowledge Required:**

- Proven track record of effective time management
- Comfortable and friendly demeanor when contacting people (over the phone and in-person), Excellent verbal and interpersonal skills
- Experience in problem-solving
- Strong organizational skills. Ability to handle multiple projects effectively
- Proficiency in Word, Excel, Mac OS, Google Docs, Mac Pages & Numbers. Ability to learn and use CCB software

**Possess and exhibit the following core values in their daily lives:**

- Love for God and Love for People
- Work ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church by being an active member of the Journey community

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_