



Job Description

Position Title: Central Women Ministry Assistant **Status:** Part-time, Non-exempt, 24 hrs/wk

Reports To: Central Women Pastor

Campus: Support all; office at Mesa, with potential virtual office hours

Position Summary: Provide organizational and administrative support and implement overall ministry development of the Central Women Ministry. Direct administrative work. Use creativity and innovation to move the vision of Central forward. Dedicated church office hours to be determined. Position requires weekend service participation: attend one service, serve at one service.

This position is connected to the faith and ministry of the church and moves forward the vision of Central Christian Church.

Responsibilities:

➤ **Active Central Women Staff Member**

- Attend weekly team meetings and actively participate in team discussions, goal setting, and implementation of programs and opportunities.
- Represent Central Women well in interactions with ministry leadership teams, servant ministers, Central staff, congregants and the public.
- Develop relationships with Central Women leaders, servant ministers and women of Central.

➤ **Administrative Support**

- Oversee room and van reservations.
- Manage calendar and written communication.
- Create visual aids.
- Generate reports.
- Submit ministry check requests and reimbursements.
- Coordinate technical and social media for all discipleship needs.
- Perform all administrative duties needed for position.

➤ **Support the vision and direction of Central Christian Church and the Central Women Ministry**

- Participate in “all-staff” events at each level.
- Support all staff duties and functions for Central.
- Perform other duties as assigned.

Knowledge, Skills and Experience Required:

- Minimum three years related work experience, or ministry work equivalent.
- Exceptional administrative and organizational skills with a high level of accuracy and attention to detail.
- Excellent people skills including written and verbal communication.
- Strong leadership skills with mentoring and training abilities.

- Computer skills with advanced proficiency in Microsoft Outlook, Excel, Word, Publisher, PowerPoint.
- High integrity including ability to handle sensitive and confidential information.
- Ability to multi task, adapt to changing responsibilities, and solve problems.
- Ability to work independently within scope of assignment as well as cooperatively as a member of a team.
- Spiritually mature.

Competencies:

- Interpersonal Savvy -- Relates openly and comfortably with people across levels, functions, culture and geography. Build rapport in an open, friendly, and accepting way. Acts with diplomacy and tact.
- Organizational Savvy -- Is sensitive to how people and organizations function. Maneuvers comfortably through complex policy, process, and people-related organization dynamics.
- Multi-Tasker -- Able to work multiple projects simultaneously while remaining detail-oriented.
- Situational Adaptability – Adapts approach and demeanor in real time to match the shifting demands of different situations. Has high change management skills.
- Instills Trust -- Gains the confidence and trust of others through honesty, integrity, and authenticity. Follows through on commitments. Is seen as direct and truthful. Keeps confidences. Shows consistency between words and actions.
- Action Oriented. Takes new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. Displays a can-do attitude in good and bad times. Steps up to handle tough issues.

Role model in personal life:

- Must align with the vision, and values of Central Christian Church and be committed to doing Central no harm.
- Growing in your personal relationship with Christ.
- Develop personal evangelism opportunities within and outside the Church.

Model biblical integrity in all things:

- Adhere to and encompass the qualities and characteristics required of Central Christian Church employees, defined by the Employee Handbook.
- Financially support the vision of Central Christian Church by faithfully giving at least 10% of gross income.
- Be an active Owner at Central Christian Church, making every effort to uphold the six core values of Central.

Physical Requirements: While performing the duties of this job, the employee is occasionally required to stand, walk sit; use hands to finger handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift or move up to twenty-five pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.