

westside church'

TITLE: Ministry Support Associate

REPORTS DIRECTLY TO: Associate Pastor

TYPE OF POSITION: Part or Full Time

HOURS PER WEEK: 20-40 hours (open to flexibility in hours)

**It is understood that like any committed member of the church body, this position will give some volunteer hours to the church as needed.*

**Flexibility to work evenings, weekends, and holidays as required for church services and events.*

OFFICE HOURS: Monday – Friday, 9:00AM to 5:00PM.

Attendance at church-wide events are expected for staff to participate in, which usually take place outside of regular office hours.

COMPENSATION: \$45,000 - \$55,000 / year depending on experience. Pension and benefits will apply after a 3-month probationary period.

VACATION: 3 weeks (plus Christmas Week)

JOB DESCRIPTION:

The main responsibility of this role is to efficiently administer and support the ministry teams. The role involves substantial engagement in daily ministerial activities, necessitating discernment, hospitality, flexibility, multitasking, prioritization, excellent communication skills, and the effective integration of individuals into the broader church ministry context.

THE KEY RESPONSIBILITIES IN THIS ROLE INCLUDE:

- Provide administrative support to care ministry and ministry development. Responsibilities include CCB/PCO related setups, class registrations, handling of class materials, reporting, calendaring and building of processes
- Manage the childcare team for women's bible classes, including hiring, vetting, and scheduling the team.
- Support and coordinate church wide events and initiatives (examples: Launch Sunday, Prayer and Worship Night, Westside Led Conference)
- Support the Lead pastor in administrative tasks such as arranging meetings, responding to emails, ordering supplies
- Other ministry support as needed

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QUALIFICATIONS & SKILLS

- 2+ years experience in an administrative role
- 2+ years experience in a church or ministry setting (preferably)
- Great project management skills: efficiency, multitasking, prioritizing, working with timelines and budgets,
- Proficiency with GSuite and Canva
- Good problem-solving skills and the ability to work with competing priorities
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse teams.
- Ability to be flexible in terms of work hours due to the nature of gatherings and various ministry events

PERSONAL QUALIFICATIONS

- Is a follower of Jesus, having recognized and repented of personal sin and is baptized with an understanding of the gospel. The individual's life clearly demonstrates a high level of spiritual maturity.
- Is growing in Christ-likeness demonstrating a commitment to spirit (heart, will) transformation through the disciplines (prayer, study, giving, fasting, solitude, confession, unity, worship, etc.).
- Should have a clear sense of God's calling to ministry at Westside with much passion for the calling.
- Aligns with Westside's mission, values, and statement of faith, understanding that all ministries do not stand alone, but fit in under the umbrella of Westside's vision and goals.