



Job Description

Job Title:	Women's Administrative Assistant	Type of position:	Part Time
Division/Department:	Women's Ministry	Compensation:	Hourly
Reports to:	Women's Director	Average Hours per week:	8

GENERAL DESCRIPTION

This role assists our mission of *Always Making Disciples* by: assisting the Women's Ministry team with the administrative elements and details of our ministry.

ROLES AND RESPONSIBILITIES

- Pray regularly for Women at Magnify Ministry.
- Maintain schedules for Women at Magnify leadership teams, and programs.
- Alongside Director create agendas for staff team meetings, leadership meetings, and events.
- Mail and email, and Slack correspondences to Women at Magnify members and leaders.
- Help plan and execute Women at Magnify Events.
- Receive and record registration for all Women at Magnify programs.
- Oversee and support the Childcare Coordinator.
- Assist in general office work such as printing, organizing, and distributing materials.
- Support Audio Visual for regular meetings and special events.
- Order, pickup, and return supplies as needed.
- Reserve rooms for all Women at Magnify Events.
- Keep detailed records of Magnify Women happenings for future planning purposes.

EXPECTATIONS & QUALIFICATIONS

- A personal relationship with Jesus Christ that results in a life lived in obedience to the Word of God.
- Beliefs consistent with Magnify's "What We Believe" statements found on our website magnifychurch.org/what-we-believe.
- Actively participates and serves in the community of believers at Magnify Church.
- Gives faithfully of time, talent and treasure to the ministry of Magnify Church.
- Member or willing to become a member of Magnify Church within six months of employment.
- Self-directed, teachable spirit with a servant's heart for ministry.
- Strong logistical skills (attention to detail, ability to manage and prioritize multiple tasks concurrently).
- Solves problems objectively.
- Strong verbal and written communication skills.
- Understands and engages with the mission, vision, values and strategies of Magnify Church.

EDUCATION REQUIREMENTS

Must be a high school graduate.

Reviewed By:		Date:	
Approved By:		Date:	