



JOB DESCRIPTION

Position Title: Discipleship Assistant

Ministry Team: Discipleship Team

Reports to: Discipleship Pastor

Hours: Up to 24 Hrs/week

POSITION SUMMARY:

In support of the Mission and Vision of Our Savior Lutheran Church, Discipleship Assistant provides administrative support to the Discipleship Pastor and the Discipleship Team.

JOB RESPONSIBILITIES:

- Provides administrative support primarily to the Discipleship Pastor and secondarily to the Youth Minister and Kids and Women's Minister.
- As part of the Communications team, represent Discipleship events/programs to ensure proper and effective reserved space and promotion.
- Serve as the primary administrator of the calendar for the Discipleship department. This includes entering calendar items onto the master calendar.
- Maintains records for Discipleship activities and events including registrations, payments, consent forms, background checks, and confirmation class records.
- Attends, arrange meetings and takes notes for the Discipleship Team.
- Makes phone calls or handles other correspondence for the Discipleship Team.
- Serves as an effective member of the ministry team.

EDUCATION, SKILL AND EXPERIENCE REQUIREMENTS/PREFERENCES:

- High School Diploma, required.
- Advanced skills with all MS Office, Google Suite, Planning Center, Slack, email marketing services, and social media.
- Ability to multi-task and efficiently organize the multiple demands of the position, required.
- Ability to exhibit integrity and maintain confidentiality for all verbal and non-verbal communication matters concerning Administration on a daily basis, required.
- Ability to work effectively in a team environment, required.
- Excellent communication skills, including both verbal and written, required.
- Ability to operate a wide variety of office equipment including, but not limited to, copiers, printers, fax machines and multi-line telephone systems, required.
- Effective organizational skills necessary to plan, manage, and implement activities required.

- A Minimum 3 years experience in an equivalent position, preferred.
- Ability to work on 10-12 Sundays per year, preferred.

WORK ENVIRONMENT:

Work is performed primarily indoors in an office setting with natural and artificial light. Duties require the ability to move about the facility, and occasional stooping, reaching, lifting (up to 25 lbs.), and bending. Computer and telephone work is a large part of daily activity. Work schedule is primarily during the normal business day. However, early, late or weekend hours may be required to meet the needs of the organization.