

Job Title: Ministry Assistant
Accountable to: Adult Ministries Team Lead
Salaried/Hourly: Part-time hourly, 20 hours per week OR full-time.

Valley Real Life is an established church in Spokane Valley, Washington. At VRL we make disciples who make disciple-makers for Jesus. As VRL staff you will be a critical part of that process. Your job will be tied to the values that help us to become and make disciples of Jesus as we:

1. Abide in Christ
2. Create a Relational Culture
3. Connect the Unconnected
4. Equip Volunteers to Serve
5. Share Christ with Others
6. Strive to make it Better

We are looking for a Ministry Assistant's to anticipate and meet the administrative needs of the staff and key volunteer leaders on the Adult Ministries team. The position can be two part-time or one full-time individual.

KEY JOB DUTIES

MINISTRY ASSISTANT

- To provide event planning assistance to ministry leaders in coordinating, planning, calendaring, communicating and implementing ministry events.
- Provide administrative assistance to the following ministries and areas of responsibility:
 - Men's Ministry
 - Women's Ministry
 - All Church Adult Ministries Events
 - Childcare, Weddings, Funerals and Memorials
 - Adult Ministries Calendar
 - Schedule Volunteers for Events

KEY JOB DUTIES

MINISTRY ASSISTANT

- To provide administrative assistance to the Adult Ministries Team Lead and Community Pastors in each area of their oversight.
- Assist Adult Ministries Team Lead
- Assist Community Pastor's
 - Not included: Men's, Women's, Childcare and Memorials
 - Included: Classes, Baptisms, Benevolence, VRL Cares, Senior Ministry, Stephen Ministry and Community Groups
- Adult Ministries Communications
- Tech – Back end support for Rock database
- Graphic design
- Schedule Regular Volunteers

EXPECTATIONS

- Attend VRL church services on a regular basis.
- Have attended a DNA class, signed a membership form and be in missional alignment with VRL.
- Be in a weekly small group on a regular basis.
- Currently serving in a ministry at VRL.
- Committed to regular giving of income to God through VRL.
- Abiding in Christ and continuing to grow toward Christ-likeness and spiritual maturity.
- Strong interpersonal skills, clear communicator and humble-like character.
- Self-motivated and looks for additional areas to contribute.
- Ability to work with minimal supervision & maintain workflow without being asked or tasked.
- Ability to multi-task and pay attention to detail.
- Ability to make adjustments in work style for the benefit of the team.
- Proficiency in MS Office, prior use of office equipment and ability to quickly learn new software helpful.
- Prior administrative assistant experience helpful or gifted in that area.
- This position requires grace under pressure as things are constantly changing, which can create an exciting, yet frenzied atmosphere.
- Attend monthly All Staff meeting (as schedule permits) and participate in department meetings or other meetings when requested to do so.
- Work in close association with the entire staff to build and maintain a strong team environment among our staff and complete the work necessary to fully serve and support the ministries and events of Valley Real Life.

To apply: Email resume to cbosman@vrl.church or visit our website under “News & Events, Employment Opportunities” to download and fill out an application. Email application to the same email address.