

Metropolitan District of the Christian and Missionary Alliance (The Alliance)

Ministry Staff Position Description

TITLE: Ministry Assistant
TEAM: Administrative
LEVEL: Part- Time Hourly

SUMMARY

The mission of the Metro District is to be a Christ-Centered Acts 1:8 collaborative movement of multi-cultural and multi-generational churches focused on Kingdom renewal in Metropolitan New York and all of New Jersey, including a mandate for the Cities, impacting everywhere with the Gospel in a transformative holistic manner.

The unique values of the Metro District are:

- Ministry and Life in the Spirit
- Kingdom Justice and Mercy
- Leadership Development and Soul Care
- Missional Living and Global Advancement

The individual holding the above position will be an active participant at a C&MA church, will be willing to adhere to the doctrinal distinctives and lifestyle policies of The Christian and Missionary Alliance and will commit to living out and leading others in the mission and values of the Metro District.

TEAM VALUES

Each member of the Administrative Team shall exemplify the following team values:

- Spirit Led Leaders – Metro District staff exhibits the fruit of the Spirit, lives in the presence of the Spirit, and leads with the power of the Spirit.
- Team Collaboration – Metro District staff displays servant leadership, believes the best of others, and works collaboratively to accomplish the mission.
- Innovative Excellence – Metro District Staff embraces and fosters a culture of excellence/improvement that explores new and innovative ways to accomplish the mission.
- Diverse Multiplication – Metro District staff is intentionally inclusive (ethnically, gender, and generationally) in our leadership and in developing/releasing leaders from diverse backgrounds.
- Healthy Fun – Metro District staff maintains healthy patterns of work, rest, and fun.

Primary Duties:

Database Management

- Updating and maintaining individual and church records
- Creating and managing forms and registrations
- Communicating with staff and constituents as needed for database management
- Developing integrations to increase productivity and connectedness of District Teams

Administration

- Coordinate with Communications Director to maintain, and update website with content, videos, graphics, images
- Maintain and update District Calendar
- Assist in preparing all materials, equipment needed for District Conference, including working onsite at district conference

Pathways Administration (LEAD Team)

- Communicate with each Pathways resident on individual progress
- Coordinate Pathways modules 6x per year, including communications, registration, hosting and follow up
- Maintain records and resources

Secondary Duties:

Project Management

- Assist Office Administrator with scheduling, coordinating and promoting Youth Retreats, SLF Retreats, and other major district initiatives/events
- Office projects as assigned
- Assist Office Administrator with critical assignments.

Reception

- Answer phones – direct calls, answer questions
- Answer emails from district personnel, merchants, and businesses
- Welcome visitors
- Monitor gate

Essential Functions

Assigned as Administrative Ministry Assistant, shall be responsible to fulfill administrative activities efficiently and effectively to serve the Metro District.

Amenable to the Administrative Team Lead, exercise Spirit led discretion, and facilitate collaboration as a member of the Administrative team, to fulfill the vision of the Metro District while accomplishing assigned duties.

Qualifications:

- Spiritual Vitality: Shall be a committed follower of Jesus Christ who is regarded by acquaintances and colleagues as a person who consistently follows biblical principles.
- Personal Integrity: A consistent record of truthfulness, honoring commitments, maintaining confidences, and handling personal affairs (including finances) honorably; a mature Christian who is insightful, credible, sensitive, and spiritually discerning in dealing with others.
- Personal Characteristics: Systematic thinker; strong organizational skills; effective relational skills; works well with a variety of personalities people from diverse generations/backgrounds; maintains long-term commitments and relationships; active listener; emotionally stable and mature; flexible; excellent oral and written communication skills; prudent expense management; internally motivated; high energy level; knowledgeable and enthusiastic about the ministry and mission of The Metro District and The Alliance globally; has Alliance ministry experience.

Rewards and Benefits:

Compensated for part-time work at 20 hours/week, M-Th.

- Paid vacation days per employee handbook
- Paid holidays per employee handbook
- Paid sick/personal days per employee handbook
- Employee will work from home between Christmas and New Year's Day at full hourly rate as the District Office will be closed.
- District covers registration, transportation, and lodging for Annual District Conference and training seminars (when granted).