



**Position:** Ministry Administrative Assistant

**Who We Are:**

Redeemer is a Gospel-Centered, Missional Family located in Midland, Texas. Our church launched in 2016. We are currently meeting at our new building at 3601 N. Lamesa Rd. Sunday services at Redeemer are designed to get the gospel in front of visitors, and fuel believers for the work of ministry that happens outside the church walls every other day of the week. We want our services to be welcoming, our worship to be God-centric, our teaching to be gospel-filled, and every person who leaves to know the truth of the gospel and that it means something for their life.

**Main Purpose of Role:**

We are looking for an Ministry Administrative Assistant to join our team and help Redeemer accomplish our mission to Glorify God, reach people with the gospel & disciple our people in their walk with Christ. This role would help assist the pastoral staff in the implementation of our vision in a very practical way. This includes: coordinating, planning, and executing church events, assisting in daily office operations, and assisting the pastoral staff with ministry needs.

This role works Sunday through Thursday with the majority of Redeemer Staff.

**Reports to:** Executive Pastor

**Detailed Role:**

This position works hand in hand with two primary ministries: Equipping and Groups. Throughout the year, both ministries plan events that rely on administrative coordination to ensure their success. The consistent focus will be overseeing the communication and managing of people on our online database (PCO). Taking them from next steps to covenant partnership by overseeing the workflows they are in. With groups throughout the year we host “starter groups” and “CG Equip Nights”, which have a heavier load of administrative needs attached to them. Additionally, this position will support baptisms by managing the workflow, week of preparation and day of coordination. It will also assist with childcare for all Equip Nights.

**Essential Functions:**

- Partner with pastoral staff in all areas of ministry to assist with ministry needs in the church body.
- Assist in managing community relations, to include the coordination of ministry events focused on spreading the Gospel message to the community
- Provide administrative support to all major church-wide gatherings (Christmas, Easter, Covenant Partner meetings, Next Steps, Baptisms, Equip Nights, etc..)
- Office responsibilities include: participation in regular meetings.
- Managing Workflows and profiles in PCO (Planning Center Online), creating profiles for new guests, updating processes as needed, and managing communication.
- Help assimilate new Covenant Partners into the body of the church
- Assist with room set-up, hospitality and food, and clean-up for meetings, events, and gatherings
- Other duties as assigned

**Qualifications/Experience:**

- Bachelor's degree preferred but not required.
- Strong computer skills and ability to operate office equipment
- Ability to handle stress and problem solve
- Ability to keep confidential and sensitive information
- Detailed oriented and strong organizational skills

**Personal Characteristics:**

- Displays personal integrity and intimacy with God
  - Is a daily student of the Bible, intentionally putting its teachings into action
  - Is an example of Christ through humility, by demonstrating a teachable spirit, and by working well with others
  - Demonstrates love and respect for others
  - Humbly leads and mentors others
  - Fully believes in the mission and vision of Redeemer as a Gospel-Centered Missional Family
  - Love for Jesus and a desire to see lives and communities changed by the gospel
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- Loves working with people, groups and serving teams