



Position: Women's College Associate
Hours/Week: 40 hours
Reports to: College Pastor

Summary of Position

The Women's College Associate is responsible for fulfilling the vision of Calvary Baptist Church's College Ministry through planning, coordinating ministry events, supporting the administrative operations of the College Ministry, and giving leadership to the women's college leaders.

Skills/Knowledge/Experience Required

- Love for Jesus and others. Cultivate an abiding walk with Christ and love for others
- Integrity. Marked by the character of Christ: Integrity, Patience, Teachable, Humility, etc.,
- Servant Leadership. Strong leadership, administrative, communication, and people skills
- Systems Management. Skilled in Microsoft Excel, Word, and creating/maintaining systems
- Team player. Able to work alongside other ministry leaders, volunteers, and one who manages conflict well
- Management. Ability to Oversee Multiple Groups of People
- Disciple-maker. Experience in Discipling Women to Make Disciples

Responsibilities

- **Oversee Women's Ministry Leaders**
 - Train and equip women's interns and college leaders to be effective disciple makers
 - Be a resource for the interns and women college leaders for personal concerns.
 - Help address and mediate conflict
 - Provide accountability and training for women's staff in their discipleship relationships.
 - Give leadership and shepherding to Women's Life Groups Interns and Life Group Leaders
- **Manage and Assist with Various College Ministry Teams**
 - Give leadership and shepherding to college connections, admin, and women's life group teams.
 - Meet bi-weekly with interns in respective ministry areas and serve alongside these interns at regular events and Wednesday nights (ex. Set-up, Tabling on campus)
 - Oversee the general shepherding and administrative needs of these teams.
 - Assist in recruiting, developing, and leading new leaders.
- **Develop and Run Systems of the Well**
 - Ordering ministry supplies/resources
 - Track Ministry Spending (Check Requests/Approvals)
 - Coordinate Mentor Program and Student Leadership Structure
 - Team Meetings/Notes and Management of College Calendar

- Help oversee the planning of all retreats (Fall Retreat, LT Retreats, WinCon, etc.)
- Help coordinate and run short-term mission trips
- Communication
 - Ministry Communication (Email, Phone, GroupMe, Assist with Social Media, Website, Mail, Church-wide communication)
 - Data Tracking/Collection/Input
 - Oversee the Staff/Intern team on following through on logistical details and fulfilling their delegated roles.
 - Promotion/Communication, Facility/Venue Reservation, Scheduling, Food & Décor of events.
- Partner with CP in developing the direction of the College Ministry
 - Training and shepherding of leaders during leadership retreats, intern and leadership meetings, and other ministry rhythms.
 - Planning and evaluating strengths, weaknesses, and next steps for the ministry as a whole.
 - Help support and assist college pastor with other tasks and assignments as needed.