

## *Grace Community* CHURCH

### **Family Ministries Volunteer/ Administrative Assistant**

#### **Position Description**

##### **Purpose**

To assist the Family Ministries Staff with administrative tasks like developing promotional materials, computer work, data entry, etc. so that the Family Ministries Staff can focus on the relational aspects of ministry. Family Ministries include Men's and Women's Ministries, House Churches, Young Adult and Children's Ministries.

Responsible to the Pastor of Family Ministries but will work with all Family Ministries Staff.

##### **Qualifications**

This team member will be:

1. A Christian and regular attender of Grace Community Church
2. Detailed and task-oriented yet friendly and warm to people they will serve
3. Proficient in Microsoft Office programs (Word, Excel, Publisher) and Adobe
4. Willing to learn how to post content on the Grace website
5. Timely and efficient with ministry tasks assigned to them

Additionally, someone who enjoys graphic arts would be preferable.

##### **Ministry Position Hours**

1. Volunteer position serving 5 – 8 hours a week depending on ministry needs
2. Some flexibility to work from home on most occasions
3. Required attendance at a weekly meeting with Family Ministry Staff at Grace Community Church

##### **Ministry Position Tasks:**

1. Design and publish various ministry flyers and written publications
2. Promote Family Ministries initiatives within the church and to the community
3. Computer data entry
4. Other clerical and administrative tasks as assigned by Family Ministries Staff

**For more information or to apply for the position, please contact –  
Pastor Dave Kirk, [davek@graceb3.org](mailto:davek@graceb3.org)**