



Women's Ministry Administrative Assistant

RC Purpose: Redemption Chapel is committed to seeing people come to Know Jesus personally, Grow in relationship with Him, and Go advance His Kingdom.

Position description: Assist and free up the women's ministry director by working behind the scenes so that our women's ministry runs smoothly and efficiently.

Qualifications:

- a dynamic and growing relationship with Christ
- a life of integrity which flows from personal Gospel transformation
- relational maturity in interpersonal interactions
- collaborative, team spirit
- willingness and ability to adapt and learn
- baptized as a believer by immersion (or will within a year)
- organizational skills, work ethic and professionalism
- servant-hearted and passionate about serving at Redemption Chapel
- agreement with our church's doctrine and distinctives
- proficiency with Microsoft Office
- live in Stow or a bordering community within a year
- become and remain an active member of RC
- task oriented
- ability to work hard and effectively
- self-starter, ability to start and finish tasks

Responsibilities:

- be prompt, prepared and participatory for all ministry appointments and staff meetings
- humbly and cheerfully execute any additional duties as assigned
- coordinate childcare for women's bible study as needed
- coordinate food/snacks for any training/events
- work with director and volunteers to plan and execute events
- prepare printed materials for bible studies and other events
- keeping women's ministry organized and on task while not letting things slip through the cracks
- assist administratively with mentoring program
- assist director in budget planning
- assist with responding to general questions via email
- assist with all event registration questions, special requests, scholarship needs, etc. while managing checkin table with volunteers

Relationships

- reports directly to women's ministry director