

Job Title: 4FIVE6 Ministry Assistant

Reports to: 4FIVE6 Pastor

18 hours per week



**THE IDEAL CANDIDATE IS:**

1. A gifted, proven administrator passionate about coordinating, planning and organizing ministry for preteens.
2. An authentic Christ-follower with the ability to relate to preteens, adult leaders, and parents.
3. A person who strives for excellence that honor's God and inspires people.
4. Someone who pays close attention to details without overlooking the value of people.
5. Computer literate (Word processing, PowerPoint, Excel, Data entry, etc.).

**GENERAL RESPONSIBILITIES:**

1. Prep, clean and maintain 4FIVE6 Auditorium and supplies.
2. Attend weekly Support Staff Meetings and monthly All Staff Meetings.
3. Oversee all volunteer coordination and scheduling for 4FIVE6
4. Follow annual budget as provided by 4FIVE6 Pastor.
5. Maintain regular office hours (Sunday mornings, Tuesdays and Thursdays).

**SECONDARY DUTIES AND RESPONSIBILITIES:**

Other duties, responsibilities, and/or ministries may be negotiated, acquired or assigned dependent upon experience, gifting, and abilities.

**PREFERRED QUALIFICATIONS:**

- Experience working with children and/or preteens.

Submit Résumé To: [ford@unionchapel.com](mailto:ford@unionchapel.com)