

Division of Homeland Ministries, Inc. of the Christian Church (Disciples of Christ)
dba



1099 North Meridian Street
Indianapolis, IN 46204

Ministry Associate (Administrative Assistant)
to Family and Children's Ministries, Evangelism and Congregational Transformation Ministries,
and Black Ministries

JOB DESCRIPTION

POSITION TITLE: Ministry Associate

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all duties and responsibilities required of personnel so classified.

SUMMARY:

The Ministry Associate is a non-exempt employee who earns an hourly wage based on the hours worked. The Ministry Associate reports to the Assistant to the President for Administration and Personnel for attendance, vacation time, sick time, flex time, etc. The Ministry Associate works directly with the Program Staff person(s) to whom she/he is assigned and seeks help for program work overload from the Assistant to the Vice President for Program.

DUTIES AND RESPONSIBILITIES:

- Provide support to the ministry program person(s) to whom she/he is assigned.
- Record minutes of meetings related to the ministry program(s) to which she/he is assigned.
- Create and produce brochures, flyers, other communications, as appropriate ministry program person(s).
- Manage web site content, as appropriate.
- Maintain appropriate mailing lists.
- Track, maintain, process financial information/transactions according to procedures set forth within DHM.
- Coordinate meetings and events related to the program(s) to which she/he is assigned.
- Maintain a comprehensive awareness of all program activities of the ministry program person(s) to whom she/he has been assigned.
- Maintain a comprehensive awareness of DHM activities and programs.
- Work as team member within the whole ministry of DHM.

- Track weekly and monthly schedules for the ministry program person(s) to whom she/he is assigned.
 - Attend monthly or quarterly DHM staff meetings.
 - Attend Pro Reconciliation/Anti-Racism training.
 - Coordinating Worship & Wonder training.
 - Event Planning/Coordination – Assist program director(s) in executing and coordinating ongoing training schedules as well as occasional special events/conferences.
- Edit and proofread promotional and educational content from program directors for use in social media, e-newsletters and Disciples print publications.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Comprehensive knowledge of and experience with Microsoft Office 2007, including Excel and Publisher (basic layout/design in Word or Publisher).
- Comprehensive knowledge of and experience with Outlook.
- E mail/Internet knowledge and experience.
- Good written and oral communication skills.
- Administrative and organizational skills.
- Willingness and ability to work in a team setting.
- Ability to multi task and manage work flow.
- Ability to work well with supervisors remotely (via phone/Skype) and in the office.
- Commitment to a pro reconciliation and anti-racism environment.
- Basic knowledge of the Christian Church (Disciples of Christ) a plus.
- Initiative and creativity in promoting Disciples programs, resources and events in collaboration with program staff.
- Familiarity with social media/technology.
 1. Facebook, Twitter
 2. E-Newsletters: MailChimp, Constant Contact
 3. Website platforms: WordPress, Wix

Five years minimum administrative support experience preferred.

WORK SCHEDULE:

The normal working hours for this position are 8:30 to 4:30, Monday through Friday.

Statement of Equal Opportunity:

The Division of Homeland Ministries (DHM), dba/Disciples Home Missions, is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, disability, veteran status, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status. DHM is committed to be an anti-racist pro reconciling general entity of the Christian Church (Disciples of Christ).

Submit resume to: kwatts@dhm.disciples.org

Deadline for receiving resumes: October 24, 2016