

Family Ministry Assistant

The Family Ministry Assistant reports to the Minister, Family Ministry Director.

Disclosure

We are committed to providing a safe and secure environment for our children and adults in our ministry programs. **We take all forms of abuse seriously.** As part of that commitment, we have preventative measures in place to safeguard each child, as well as those who serve them. These preventative measures include awareness training, skillful screening processes, policies and procedures, background checks, and monitoring and oversight to help us maintain compliance and accountability **for abuse prevention**. Furthermore, we understand and follow our reporting obligations in accordance with the state of Texas.

Summary

The Family Ministry Assistant provides administrative and event planning support for Young Adult and Single Adult Ministries within the Family Ministry Department. This is a part-time position and is located at the Flower Mound campus.

Job Responsibilities

- Provide administrative and logistical support for Young Adult and Single Adult ministry programming and events.
- Provide administrative support through scheduling, calendar management, ordering, and creating, proofing, and sending various communication pieces.
- Organize, plan, and provide an administrative presence at Young Adult and Single Adult ministry events.
- Monitor and manage connection requests/inquiries from Family Ministry participants.
- Monitor the Family Ministry budget and manage expense reimbursement for ministry events.
- Produce various reports and data for ministry leaders and teams.

Qualifications and Requirements

- Agree with The Village Church's [Expectations of Membership](#), [Statement of Faith](#) and commit to exhibit a lifestyle that is consistent with the same
- Bachelor's degree preferred
- Previous professional administrative experience
- High level of integrity, confidentiality, and dependability
- Proficient in Google Apps
- Ability to communicate clearly in verbal and written form
- Ability to adapt to a continually evolving environment
- Ability to multitask
- Self-starter and team player