



JOB OPENING: Community Life & Care Ministry Assistant

Major Objective: Provide administrative assistance to the Community Life and Care team that is composed of Community and Care Groups through the coordination of events, management of calendar, and support of the team.

Job Description:

- Provide support to the Community Life and Care team. This includes tasks such as scheduling, managing calendar, emails, meeting prep/planning/executing, updating database and organizational assistance.
- Assist in placing individuals or couples in community groups.
- Represent Community Life and Care team operationally by working with other departments in planning, scheduling, promoting and executing events.
- Serve as the first point of contact for the Community Life & Care team.
- Be present at some events to assist in general execution of ministry event needs.
- Front desk lunch duty rotation.

Critical Skills: excellent at prioritizing and handling a large workload, self motivated, proactive in forward thinking and planning, working knowledge of Office and Google products, organization, written communication, event administration, time management, and helpfulness.

The job is vital in helping to reintroduce adults to Jesus by operationally pursuing excellence so all areas of ministry can function with efficiency, effectiveness, and uniform "best practices."

Other Performance Expectations:

- Be an active and growing member of Fellowship Greenville.
- Practice and growing in our staff cultural behaviors,
 - Thrive on team
 - Strive for excellence
 - Bring passion
 - Keep hands open
 - Live healthy

Reports To: Community Life Pastor

Relates Closely To: Community Life Pastor, Congregational Care Pastor, Fellowship Care Coordinator

Job Status: Full-time (40 hrs./week), hourly, Monday- Friday, with some night/weekend work

To Apply: Submit a cover letter, resume, and [application](https://fellowshipgreenville.org/jobconnection) through our website (fellowshipgreenville.org/jobconnection)