



Job Title: Generations Ministry Assistant
Location: Austin, TX
Department: Ministries
Reports To: Discipleship & Men's Pastor
FLSA Status: Part-time, Non-exempt (20-25 hours/week)

Job purpose

Provide administrative support to ACF Generations team and act as a partner in advancing adult ministries.

Duties and responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ministry Support

- Represent Discipleship & Men's Pastor and Women's & Small Groups Leader in ministerial duties.
- Provide professional, friendly, helpful, attentive assistance to volunteers, church members and the general public.

Administrative Support

- Manage requests and facilitate small group connections for those desiring to join a group.
- Monitor work in progress for ACFadults team, to remind and prompt assignments as needed.
- Draft database reports, and emails as needed.
- Manage ACFmen/ACFwomen/ACFgroups Social Media presence.
- Maintain electronic files and physical files.
- Assist with scheduling and coordinating events and meetings, including but not limited to retreats, leadership meetings/training, men's and women's events, weekly group meetings.
- Maintain Realm records and pathways for the Generations team.
- Assist in supporting Small Group Leaders / Volunteers as needed.
- Manage registration for studies and events.
- Assist in ordering curriculum and needed supplies.
- Assist in managing ACFadults outgoing communications including MailChimp e-newsletters, invitations and reminders.
- Assist Generations with planning, MarComm, registration, facility scheduling, promoting and coordinating events/meetings including retreats.

- Special projects for Generations team, as requested.

Skills & Qualifications

- Minimum high school graduate, preferably with some post high school professional training and/or 3+ years administrative experience
- Strong communication skills, attention to detail, and excellent follow-through on assigned tasks
- Commitment to promoting and fostering relationships that grow and multiply disciples
- Proven ability to work independently and be a self-starter
- Demonstrated ability to work well in a team environment
- Proficiency in Microsoft Word, Microsoft Outlook, Microsoft Excel, and ability to work/learn using the church database (Realm)
- Advocate for the mission, vision, and values of ACF
- Personal growing relationship with Jesus Christ that sets an example for those we serve and aligns with the teachings and beliefs of ACF

Working conditions

This job operates in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical requirements

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Direct reports

none
