

# Job Description



## Job Title: Connections Ministry Assistant

Classifications: Part Time (20-25 hours/week)  
Ministry Area: Connections  
Reports to: Connections Pastor  
Start Date: February, 2025

### PURPOSE:

To provide optimized programming and administrative support to the Connections Ministries.

### RIVERSIDE COMPETENCIES & EXPECTATIONS:

- Fully embraces the Core Values of "Experience Grace, Grow in love and Give of yourself", and the vision of Riverside Church.
- Be fully engaged in the Big 3: 1) Come every week 2) Be in a group 3) Serve on a team.
- Be reliable, take initiative and be self-motivated.
- Embrace and adapt to growth, change, innovation and creativity.
- Use appropriate and proper judgment in the areas of discretion, sensitivity and confidentiality.
- Have a cooperative, positive, healthy and motivating relationship with volunteers, co-workers and supervisors.
- Believe the best about your co-workers and staff of Riverside Church.

### EDUCATION, SKILLS, ABILITIES & SPIRITUAL GIFTS:

- Knowledge and high level competency with word processing, spreadsheet and database software.
- Effective written, verbal and interpersonal communication skills, including telephone, text, email and face-to-face
- Excellent organizational skills and attention to detail, including scheduling, developing materials, program development, inventory and implementation of new ideas.
- Spiritual gifts including administration, encouragement, leadership, discernment, and service/helps
- Passionate and enthusiastic in helping people get connected and take Next Steps in their spiritual journey with Jesus at Riverside Church.

### ESSENTIAL FUNCTIONS:

- Proactive support of Connections Pastor as related to Guest Services, Front Desk Reception, Prayer Ministry, Connections, Next Steps and follow-up ministries.
- Support for multi-site Guest Services Coordinators and Campus Pastors as needed.

### POSITION REQUIREMENT

- Requires regular Sunday involvement.
- Ability to adapt to challenges or changes with flexibility.

**RELATIONSHIPS:**

- Reports to the Connections Pastor and is ultimately accountable to the Board of Elders.
- Works effectively with other ministry assistants and office co-workers.
- Provide leadership and personal connection to volunteers.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

