



**MINISTRY DESCRIPTION FOR PART-TIME AA**  
**Hill Country Bible Church**

**REQUIRED VALUES**

1. Loves Jesus Christ and Hill Country Bible Church
2. Understands and embraces AHCC vision for EMWC
3. Understands the role of staff and facilitating ministry through volunteers
4. Committed to making disciples who make disciples
5. Personal commitment and growth in area of evangelism
6. Understands and commits to staff core values

**REQUIRED SKILLS & STRENGTHS**

1. Great Phone Skills
2. Warm, positive people person
3. Competent in all of Microsoft Office
4. Knowledgeable in Adobe and video editing (a plus)
5. Ability to organize and do project management
6. Possesses good intuition and powers of observation useful in evaluation, planning, staff dynamics, etc.
7. High commitment to excellence
8. Quick learner, possesses a faith-filled, “can-do” attitude and fearless approach to projects and goals
9. Ability to communicate well in writing in all internal and external correspondence
10. Self-starter who anticipates needs and takes initiative
11. Willingness to learn new skills

**RESPONSIBILITIES**

1. **PERSONAL ASSISTANCE**
  - Manage Pastor’s calendars including appointments, projects, meetings, activities, etc.
  - Field phone calls to Ministry Areas office and personally handle as many as possible
  - Prepare and gather all relevant information for every appointment, meeting, etc.
  - Handle all ministry-related travel arrangements
  - Participate in select meetings to capture minutes, assignments, & next steps
  - Make phone calls as needed to set up appointments, or to recruit volunteers
  - Participate in long range & creative planning for ministry areas
  
2. **MINISTRY ASSISTANCE**
  - Work with volunteer leadership giving assistance at the administrative level to support and encourage ministry leaders
  - Assist ministry leaders with coordination of communication plans
  - Plan and coordinate events
  - Support ministry volunteers at the administrative level
  - Keep ministry webpages and printed ministry materials up to date

3. OFFICE ASSISTANCE

- Works as part of the Admin Team
- Assist general office tasks such as answering phones, working on church wide projects and assisting ministry volunteers as needed
- Assist with problem-solving

4. WORK HOURS AND COMPENSATION

- Part time 24 hours per week
- Compensation between \$12 - \$16 per hour depended on experience and expertise
- Two weeks (48 hours) paid vacation
- Two weeks (48 hours) PTO
- As a part time employee no Health Insurance is provided