

The Orchard Evangelical Free Church Job Description

JOB TITLE: Director of Women's Ministries – Arlington Heights Congregation

REPORTS TO: Campus Pastor

PURPOSE:

The Director of Women's Ministries is a campus-specific position that provides program leadership and support for women at the Arlington Heights Congregation.

RESPONSIBILITIES:

1. Lead a public ministry of the Word and prayer to the women of The Orchard - Arlington Heights congregation.
2. Plan, develop and oversee ministries to women which includes life groups, discipleship programs, and personal support in alignment with the strategic campus objectives.
3. Recruit, screen, train, and manage adult leaders for various roles within women's ministries.
4. Plan, coordinate and manage women's ministries special events throughout the church year.
5. Involvement in other ministerial responsibilities and duties as directed by the Campus Pastor.

QUALIFICATIONS:

- 3-5 years of women's ministry experience desired
- Must be available to work Sundays from 7:00 am – 12:30 pm.
- Ability to organize, analyze, and execute tasks in a timely manner
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, members, and volunteers
- Demonstrate professionalism through appearance, attitude, personal interactions
- Self motivated and able to initiate projects and work independently
- Computer literate to complete necessary tasks within software applications
- Positive and supportive attitude

To apply for this position, call Beth Acosta, HR Director, at 224.764.4082 or send your cover letter and resume to HR@theorchardefc.org.

