

**NORTHVIEW COMMUNITY CHURCH**  
**JOB DESCRIPTION**  
**Women's Ministry Administrative Assistant - Mission Campus**

DEPARTMENT	Women's Ministry
REPORTS TO	Pastor of Women
RESPONSIBLE FOR	Women's Ministry Admin - Mission Campus
ALLOTTED HOURS	10 hours per week
REVISED	June 2017

**MINISTRY CONTEXT**

The person called to this ministry must be in agreement with Northview's confession of faith, mission, vision and core values and must have a passion for the ministry of the church. The incumbent must also have the qualifications of an Deacon, as outlined in I Timothy 3.

**PRIMARY FOCUS**

As a Women's Ministry team member, this individual would be primarily responsible to assist with various administrative and care ministry-related duties, primarily at the Mission Campus. She would have direct responsibility for overseeing specific ministry programs, and work under Carla's direction to complete projects required for the department as a whole (e.g. special events and urgent or time-sensitive tasks which need to get complete in a timely manner).

**MINISTRY RESPONSIBILITIES:**

- General administration such as bookings, registration, promotion, and materials for weekly Bible studies. Various levels of involvement at the studies themselves is also required.
- Providing technical support for Bible Studies (Pro-Presenter, Sound System etc).
- Coordination of volunteer teams and a few larger women's events and service projects at the Mission Campus.
- Assistance to the rest of the Women's department where needed with large events and projects, and attendance at regular Women's team meeting.
- Assistance with care-related issues within the Mission Campus congregation ie. meal chains, service initiatives, and one-on-one meetings with women.
- Participation in Women's Commission Meetings, Leadership Retreats and other team-building, ministry development activities.

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**STATEMENT OF RELATIONSHIPS:**

The candidate will work closely with the other Women's Ministry Assistant, report to the Pastor of Women, and ultimately the Senior Leadership Team.

**QUALIFICATIONS:**

Excellent organizational skills; ability to generate professional PowerPoint or Google presentations and advertising; experience using spreadsheet applications and maintaining databases; minimum typing speed of 50 words per minute; experience in producing digital and print materials; basic knowledge of the WordPress web platform; effective written and oral communication skills; ability to effectively juggle multiple priorities and meet deadlines; ability to take initiative and work effectively with minimal supervision; excellent interpersonal skills; ability to work evenings and weekends as required; in agreement with Northview's confession of faith and philosophy of ministry, both in belief and lifestyle.

**PERSONAL CHARACTERISTICS:**

The following characteristics are considered essential for the candidate to be successful in this role:

1. A penchant for leadership development.
2. Willing to empower others to lead.
3. Ability to have good rapport with youth of all ages.
4. Able to communicate clearly.
5. Agrees doctrinally with church leadership on primary and secondary level beliefs.
6. Is known to have a lifestyle that honors and uplifts the name of Christ.

The incumbent must make Northview Community Church his/her home church.