



POSITION TITLE: WOMEN'S MINISTRY ASSOCIATE

REPORTS TO: WOMEN'S MINISTRY DIRECTOR

POSITION PURPOSE: Work as the associate to the women's ministry director specifically in the areas of building and leading teams, planning and overseeing ministry events in order to guide women toward becoming like Christ in all of life. Help oversee and manage social media to inform and engage women. Able to work successfully with women's ministry admin assistant in communicating details and needs for women's ministries and events.

POSITION RESPONSIBILITIES:

- *Event Coordinator, Team Leader and Recruiter*
 - Work with women's ministry director to plan and coordinate events such as Girlfriends at Grace, Learn at Lunch, women's retreats, and conferences
 - Lead recruiting strategies, manage, empower and develop volunteer teams
 - Develop and execute methods of team building
 - Initiate ideas and forecast pathways for an engaging women's ministry
 - Maintain and update communications using various social media platforms and tools to inform and connect women
 - Work alongside women's ministry admin assistant with details and coordinating all scheduled meetings and events
 - Manage budget and maintain accurate record keeping of all event expenses

- *Additional Duties and Responsibilities as Assigned*

CORE COMPETENCIES:

- Possess strong verbal and written communication skills
- Be well organized to plan ahead and manage time and resources effectively
- Have strong-leadership and problem-solving skills
- Display the ability to be teachable and flexible
- Exhibit relational and emotional intelligence
- Capacity to be both a team leader and team player
- Deep desire to use talents, time and abilities to serve the Lord and the women's ministry at Grace

QUALIFICATIONS:

- College degree preferred
- 2+ years of professional or volunteer ministry experience, preferably within the area of women's ministry
- Personal relationship with Jesus Christ

- Joins Grace as a member and is committed to the Core Values and Statement of Faith of Grace Covenant Church

JOB STATUS:

- Part-time, non-exempt position
- No benefits provided