



POSITION TITLE: WOMEN'S MINISTRY ADMINISTRATOR

DEPARTMENT: WOMEN'S MINISTRY TEAM

REPORTS TO: WOMEN'S PASTOR

JOB CLASSIFICATION: PART-TIME/NON-EXEMPT

MISSION (PURPOSE): The purpose of the Women's Ministry Administrator role is to support the spiritual growth and connection of women in the church by providing essential administrative coordination and operational support. This role exists to ensure the smooth execution of ministry events, the effective organization of The River studies, and the consistent management of daily ministry functions. Through excellence in planning, communication, and administrative service, this role enables the Women's Ministry to flourish and fulfill its mission of building a community of Christ for the world.

Key Responsibilities:

The River Study

- a. Own the day-to-day management of the registration process, including ACE form submissions, assisting with the registration form, registration of women and trouble-shooting.
- b. Oversee the inventory and distribution of the study books.
- c. Coordinate group placements and communicate with group leaders.
- d. Manage the room assignments for the groups.
- e. Communicate participant placements to group leaders and train leaders on managing groups within the CCB database.
- f. Oversee the printing and distribution of participant name tags.
- g. Recruit and supervise volunteers for hospitality (greeters and coffee prep).
- h. Oversee CCB groups of volunteers and needs calendars.
- i. Host the foyer during River days to welcome women, answer questions, and connect newcomers to groups.
- j. Organize the Women's Ministry Fellowships at Christmas and the end of the year. This includes overseeing the food sign-ups, paper product needs and signage. Overseeing teams assigned to beverages, hospitality and clean up.
- k. Send weekly email of the live stream to virtual and independent study participants.

Women's Events

- a. Women's Night of Worship: Collaborate with the Women's Ministry Team to facilitate this event. This Includes:
 - Manage greeting volunteers.
 - Coordinate hospitality (photography and food between services) for the worship team, Safety Team, and sound staff and volunteers.
 - Purchase and distribute event gifts that are handed out to attendees.
- b. Women's Breakfasts/Dinners/Desserts:
 - Oversee the volunteer greeters.

- Own the day-to-day management of the registration process, including submitting the ACE form after receiving date approval from the cook, assisting with the registration form, and communication with facilities team.
- c. Women's Retreat:
- Own the day-to-day management of the registration process. This Includes submitting the ACE form, assisting with the registration form, helping women register and trouble-shooting registration Issues.
 - Coordinate with the facility for the event.
 - Coordinate all room assignments for the registrants.
- d. Other Events/Studies:
- Submit ACE forms and manage registration of women.
 - Schedule team meetings, invite volunteers, and send reminders.
 - Coordinate the volunteers and group assignments.

Other

- a. Maintain and organize the Women's Ministry storage room.
- b. Order and track supplies as needed.
- c. Own the Women's Ministry email and phone correspondence.
- d. Assist with the newsletter and social media posts.
- e. Coordinate volunteer thank you cards and leader appreciation gifts, and coordinate with Care + Connect team for care needs of women (flowers, cards, etc.).
- f. Attend all-staff meetings and Quarterly Planning meetings.
- g. Assist in setting up team meetings for the Women's Ministry staff and volunteers.
- h. Assist with the Women's Ministry expense reports and receipts.

Job-specific requirements:

Education & Experience

- a. An Associate's degree is preferable or an equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.
- b. 2-3 years' experience in non-profit or ministry with administrative responsibilities preferred.

Technical Requirements

- a. Proficiency with email software and browsers
- b. Proficiency in Microsoft Office Word and Excel, as well as experience with relational databases and task-management software
- c. Proficiency in using Apple computers; PC experience helpful as well
- d. Ability and willingness to learn other software applications

Qualifications & Credentials

- a. Be an active member of River West Church and agree with and adhere to the River West Statement of Faith.
- b. Have a personal relationship with Jesus Christ and be a consistent witness for Jesus.

- c. Maintain a courteous Christ-like spirit when dealing with people within and outside of River West Church.
- d. Ability to discern, prioritize and deal with each situation/contact on an individual basis.
- e. Can multi-task and handle interruptions with patience.
- f. Ability to maintain confidentiality.
- g. Highly organized and self-directed, with strong follow-through.
- h. Strong interpersonal and communication skills (written and verbal).
- i. Affinity and inclination to work alongside others in the context of teams
- j. Demonstrates interpersonal maturity and the fruit of the Spirit in relationships
- k. Capacity to interface with multiple ministry partners in ways that build healthy, open, enduring, reciprocal partnerships
- l. Must successfully complete criminal background check.

Position Details

Weekly Hours: Part-time, 10 hours per week

Pay Range: \$21-22 per hour