

*We exist to exalt Jesus Christ, become His fully devoted followers  
and share His grace and truth with all people.*

**MINISTRY ASSISTANT (PRESCHOOL & GLO MINISTRIES)  
SALEM ALLIANCE CHURCH**

Department:                      Preschool Ministries / GLO Ministries  
Supervisor:                        Pastor of Preschool Ministries  
Supervises:                        No  
Volunteers:                        Directs and Encourages  
Exempt Status:                    Non-Exempt  
License Requirement:            No

**GENERAL STATEMENT OF DUTIES:** Consistent with the mission statement of Salem Alliance Church and under supervision of the Pastor of PreSchool Ministries, the Ministry Assistant, working independently or leading teams of volunteers and employees, provides office and program support to one or more pastors or department leaders.

**DISTINGUISHING FEATURES OF CLASS:** The Ministry Assistant provides administrative and ministry support to Preschool Ministries and GLO (Special Needs) Ministries. This position is critical to the smooth functioning of the ministry area. The Ministry Assistant position receives supervision from the Pastor of Preschool Ministries. This position is differentiated from the lower level position of Administrative Assistant in that the Ministry Assistant may: supervise other administrative support staff and may be responsible to recruit, develop and direct the work of individual volunteers as well as volunteer teams, works more flexible hours and works in partnership with a pastor to provide ministry support. This position is differentiated from the Executive Assistant who provides support to the Lead Pastor, Governing Board and Elder Council, supervises front desk staff, and has greater financial responsibilities.

**CORE JOB FUNCTIONS:** An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Administrative Support

- Provide administrative support in such areas as phone calls, emails, calendars, and scheduling appointments

- Process monthly Visa statements or other requests for expenditures
- Coordinate communication through email, mail, social media and TouchPoint
- Maintain accuracy of data within TouchPoint organizations, attendance, and event registrations along with any other related tasks
- Participate in planning and scheduling of meetings, trainings or events
- Purchase ministry materials and supplies
- Maintain effective communications with staff and volunteers through, phone, email and in-person

## 2. Curriculum Production & Delivery

- Print, source and assemble weekly crafts & activities
- Print and assemble monthly OMNI volunteer packets
- Assist in developing and delivering weekly crafts in an age-appropriate manner
- Prepare, setup, clean up and store Preschool curriculum

## 3. Program Support & Communication

- Organizes and supports ministry programs that serve children ages 0 to prekindergarten
- Organizes and supports ministry programs that serve children and students with special needs (ages 0 to 18)
- Organize and maintain volunteer applications, schedules, and training
- Coordinate mailings, including publication and design of material and maintenance of mailing lists
- Coordinate ministry information that is included on the church's website and in publications
- Ensure external communications are appropriately branded and distributed according to SAC branding guidelines

## 4. Volunteer Management

- Assist with the training, development and recruitment of volunteers (regular, seasonal, holiday, and respite)
- Provide training to, give on-site direction to, and build relationships with volunteers to assess and assign to preschool & GLO ministry opportunities.
- Assist with the development and oversight of volunteer curriculum prep team
- Coordinate volunteer appreciation and recognition for individuals and groups

## 5. Information Management Systems

- Manage database data and compile reports as requested (TouchPoint)
- Build & manage registrations for events for preschool / GLO team and volunteers
- Maintain room reservations and facilities use (eSpace)

- Help monitor budget by tracking expenses and generate reports. (Financial Edge)
- Conduct research and compile reports as requested including database inquiries from the church's management software system.

**ESSENTIAL JOB FUNCTIONS:** An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas)
2. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings)
3. Work collaboratively with other staff members and departments
4. Spanish, American Sign Language or other second language-speaking ability is preferred, but not required

**MINIMUM POSITION REQUIREMENTS:** Completion of High School Diploma or GED; the equivalent of three years' full-time experience in a church or non-profit office support position; experience related to the position's ministry area is desired, or a combination of education and experience that provides the:

**Other Requirements:**

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a partner of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

**PHYSICAL, EMOTIONAL & MENTAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must possess: mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings and events at various sites within and away from the church, strength to lift and carry materials weighing up to 20 pounds, arrange furniture and equipment in a classroom, vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. While performing this job, the employee is regularly required to sit at a desk or in meetings for several hours at a time, to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl. The employee must have the physical stamina to work flexible hours including evenings, weekends and holidays.

While performing the duties of this job, the employee must be mentally alert and must possess the ability to: multi-task and maintain concentration in spite of frequent interruptions, accommodate flexible working hours that may include evening, weekend or holiday services/meetings, make presentations before groups, and coordinate, communicate and cooperate with many staff, numbers of church attendees and volunteers.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee often works indoors and is required to use standard office equipment. Several times each week, the employee may work in meeting rooms. The employee may need to walk up to two blocks to various locations on the church campus. The employee may climb ladders or use step stools to retrieve and store materials. The employee may several times each week drive to shop for materials and supplies and to attend off-campus meetings, training and church events. The church campus has multiple floors connected by stairways. An elevator connects some, but not all, of those floors. The employee is required to work closely with and gain the cooperation and involvement of a diverse group of people from various cultures and various personal habits.