



## **JOB DESCRIPTION**

**Position Title:** Re:Generation Ministry Admin Assistant

**Ministry Department:** Adult Ministry

**Reports To:** Re:Generation Director

**Status:** Part-Time, Non-Exempt (working 20hrs, Incl Thursday)

**Revised:** April 2022

### **Primary Purpose**

The primary purpose is to support the Director of Re:Generation in helping attenders engage in the re:gen program

### **Position Requirements**

- College degree in a related field, or five years' work experience  
OR High School Diploma
- Experience working or serving in Ministry
- Proficient communication skills
- MS Office proficiency, Mac, basic computer skills. Ability to use ProPresenter
- Ability to lead staff teams and volunteer leaders
- Excellent written and communication skills
- Professional presence on the phone and in-person
- Ability to be teachable, seeking out coaching and learning for growth and development.
- Ability to promote a positive attitude and working environment, with the desire to have fun, be positive and flexible.

### **Position Responsibilities**

- Communicate by text/phone with interested attenders
- Help assimilate first time attenders
- Provide admin support including meeting preparation, food coordination, attendance tracking, tech support during meetings and event organization

### **Other Responsibilities**

- Attend weekly All Staff Meetings
- Bi-weekly meetings with Director

### **Personal and Spiritual Requirements**

- Has a growing relationship with Jesus, and a commitment to spending daily time with Him.
- Models a strong relationship with his or her spouse (if married) and children (if applicable).
- Strives to fulfill his or her purpose in life and ministry, while demonstrating integrity in words, relationships and actions.

- Models standards and expectations of Rockharbor Church leadership, including, but not limited to:
  - Upholding Rockharbor's Core Values and mission
  - Regular attendance at Rockharbor Church services
  - Regular participation in a Community Group
  - Partnership through tithing and serving
  - Abstaining from smoking, vaping and illegal substances
  - Models discretion and positivity in use of Social Media
  - Setting of appropriate boundaries to protect character and integrity.

Rockharbor Church exists to love and lead one another to be devoted followers of Jesus. We encourage each member of our staff team to live this mission through their personal lives and in their work. We value striving for excellence and working together as a team. We believe God has gifted each individual with specific and unique gifts and talents, which He brings together to reach our community and world with the love and message of Jesus!