

Responsible to: Pastor of Local Engagement

Status: Part-time, Hourly

General Position Overview: To serve God at Whittier Area Community Church by assisting the Pastor of Local Engagement and Local Engagement team in mobilizing the church to serve the community. Hold key responsibilities administratively in order to move Local Engagement vision forward. Lead and coordinate the city-wide initiative for Love Whittier. Also, participate on the Go and Serve team, which has three key areas of focus: serving in the church, locally and globally.

Ministry Responsibilities:

- Serve with the Pastor of Local Engagement in areas of local ministry, programs and events.
- Provide administrative support, which may consist of any of the following:
Mailings, printing, organizational help, phone calls, filing, email support, announcements and social media requests, website management, organization and support of Local Engagement team, communication with community partners, local organizations, and other churches, ordering of supplies for the department, completion of accounting paperwork for department finances, miscellaneous items that arise.
- Assist ministry volunteers in coordinating and administrating ministry events.
- Coordinate Love Whittier.
- Utilize Ministry Platform and Service-U to calendar and advertise all events and information within the local focus of the Go and Serve team.
- Answer phones and help guests in the office, as needed.

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Committed to the theological stance of the WACC, Converge Worldwide and supportive of the ministry of the Southwest District.
- Ability to effectively interact with staff regarding areas of responsibility.
- Excellent interpersonal skills working with staff and volunteers.
- Exceptional customer service attitude and energy.
- Strong oral and written communication skills.



JOB DESCRIPTION:
Love Whittier Coordinator and
Assistant to the Pastor of Local Engagement

- Ability to research current practices in the area of Local Engagement and Social Justice.
- Strong computer skills: especially in Microsoft Outlook, Word, and Excel, and a willingness to learn other graphics programs.
- Excellent phone, email, and personal etiquette, as evidenced by a diplomatic, caring personality.
- Effective in an office environment, as evidenced by being flexible, self-directed, able to take initiative, direction and correction, and showing attention to detail.
- Ability to prioritize and multi-task, using effective time management skills in a fast-paced environment.
- History of demonstrating a personal passion for outreach to those who are poor, marginalized, and forgotten.
- Hold confidentiality as a high priority in all situations.

Working Church Staff and Volunteer Relationships:

- Work in collaboration with each member of the Go and Serve team.
- Develop and be responsible for departmental meetings with volunteers, team leaders, and/or support staff as needed.
- Be informed of and function within the guidelines outlined in the WACC Policy and Personnel Manuals.

Benefits and Compensation:

- Salary and benefits will be reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Personnel Policy Manual.
- This is a part-time position, with an estimated 24 hours per week.

I have read and agree to carry out the responsibilities, programs, and policies to the best of my abilities:

Signed: _____ Date: _____

Supervisor Approval: _____ Date: _____