

**PARADISE ALLIANCE CHURCH
MINISTRY SUPPORT ASSISTANT
JOB DESCRIPTION**

PRINCIPAL FUNCTION

Responsible for assisting in the areas of Outreach, Sunday Morning Experience, and Camp Fire Relief
Part Time 24 hours per week.

Wage – DOE

QUALIFICATIONS

- Christian who displays the fruit of the Spirit.
- Prefer two year's administrative support experience or equivalent education.
- Ability to use a multi-function copy machine.
- Experience with graphic design desired (Photoshop and InDesign).
- Proficient in operating Microsoft Office.
- Familiarity with website maintenance and social media.
- Ability to work under time constraints, prioritize workload and meet deadlines.
- Ability to work cohesively with multiple pastors, directors, support staff and volunteers.
- Ability to work in an environment that has many interruptions.

JOB RESPONSIBILITIES

- Assist pastors and directors with various ministry projects.
- Design, prepare and edit contemporary layouts for ministry publications.
- Assist in church and community event planning.
- Assist pastors and directors with calendaring of events, meetings and appointments.
- Assist the pastors and directors with developing volunteer teams.
- Maintain the Paradise Alliance Church website.
- Effectively utilize the Paradise Alliance Church management system for scheduling, updating the database and working with ministry groups.
- Answer phones and cover for reception when needed.
- Maintain confidentiality
- Perform other tasks as assigned by pastors, directors, Executive Pastor and Director of Assistants

REPORTS TO DIRECTOR OF ASSISTANTS AND EXECUTIVE PASTOR

If this sounds like you, please prayerfully consider applying for the position stated above.

A complete application packet includes:

- A Paradise Alliance Church Application
- A Resumé
- Cover Letter