

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

**MINISTRY ASSISTANT (NATIONS & NEIGHBORHOODS)  
SALEM ALLIANCE CHURCH**

Department: Nations & Neighborhoods  
Supervisor: Associate Pastor  
Supervises: Office Support Staff (if applicable)  
Volunteers: Recruits, Directs, Encourages, Supports  
Exempt Status: Non-Exempt  
License Requirement: No

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

**DISTINGUISHING FEATURES OF POSITION:** The Ministry Assistant provides administrative and ministry support to Nations & Neighborhoods Ministries. This position is critical to the smooth functioning of the ministry area. The Ministry Assistant position receives supervision from the Associate Pastor of Nations & Neighborhoods. 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

- Provides administrative support to Pastors and Coordinators in Nations & Neighborhoods, including maintaining calendar & scheduling appointments;
- Processes monthly VISA statements or other requests for expenditures
- Assists with scheduling and coordinating meetings
- Purchase ministry materials and supplies
- Maintains effective communications with staff and volunteers through, phone, email and in-person
- Using technology to schedule events and reservations, communicating events to staff, volunteers and church attenders

- Effectively represents the team to members at large and staff through effective communications, coordinates with SAC Communications Coordinator to publicize upcoming events and/or volunteer opportunities
2. Information Management Systems
    - Manage database data and compile reports as requested (TouchPoint)
    - Build & manage registrations for events for N&N 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.
    - Manage background checks for volunteers & communicate with all stakeholders (Protect My Ministry)
  3. Program Support
    - Organizes and oversees ministry programs that assist in welcoming newcomers to Salem Alliance.
    - Organize and oversee volunteer ministry applications and background check policies and procedures for all ministries of the church.
    - Maintain volunteer schedules for welcome / hospitality teams.
    - Provide training to, give on-site direction to, and build relationships with volunteers to assess and assign to church ministry opportunities.
    - Maintain Partnership information including: Applications and Member Records (paper and electronic), as well as attendance follow-up (email, physical mail and phone calls) and communication with the Governing Board.
  4. Communication
    - Receive, direct and respond to phone calls and email messages.
    - 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.
  5. Welcome / Hospitality
    - Meet, encourage and connect guests and newcomers to the defined pathways to get involved in life at Salem Alliance
    - Create a hospitable environment where people feel welcomed and encouraged to call Salem Alliance their church home.
    - Serve on a regular rotation as host at Welcome Center, Starting Point and other events for newcomers to Salem Alliance, as requested. Includes mingling with those in attendance, answering questions, teaching portions of the curriculum, coordinating event details, etc.

**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 member 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, trainings 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.