

Title: Family Ministry Assistant
Department: Education & Ministry Department
Reports to: Family Ministry Coordinator
FLSA Status: Non-Exempt (Hourly)
Salary Grade: Starts typically at minimum wage – Part Time (20-25 hours per week)

General Description of the Work:

Victory Mission's Family Ministry Assistant requires the heart of a missionary. The right candidate will have the ability to work well with the public as well as volunteers.

Essential Job Functions:

The FM Assistant will meet with clients, supervise volunteers, order supplies, attend meetings and work special events as needed.

- Manage clients, assess their needs and respond appropriately
- Answer, screen and transfer phone calls
- Perform clerical duties especially database entry
- Respond to questions about organization's services
- Supervise and work with volunteers in the pantry
- Attend community meetings
- Assist in special events

Qualifications:

- Social Work experience preferred
- 1 year or more of office experience preferred
- Excellent customer service skills
- Proficient in business office literacy (Microsoft Office, internet, typing, phone)
- Excellent written and oral communication skills
- Ability to multi-task; meet deadlines and work independently or as part of a team
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Personal Attributed and Values:

Have a personal relationship with the Lord Jesus Christ and a deep desire to serve Him
Be a consistent witness for Jesus Christ; possess and demonstrates excellent integrity
Exhibits spiritual maturity as defined by evangelical biblical standards
Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting.