



## MINISTRY ASSISTANT

**Job Status:** Part-time, contracted

**Hours & Compensation:** Flexible 5-10 hrs/wk (max 20)

**Location:** Flexible, negotiable

**Focus Area(s):** Administration,

Communications, Customer Service

**Reports to:** Executive Director

**Updated:** June 2022

### Primary Objective:

- Provide administrative support to WRIM Executive Director (ED) and Ministry Team
- Maintain clear, consistent, encouraging and vibrant flow of communication on behalf of the WRIM community including WRIM staff, contractors, clients, potential customers, donors, volunteers, partners and followers
- Collaborate with the ED on special projects; coordinate certain events/projects

### This person will be...

- A follower of Jesus Christ and in agreement with the WRIM Statement of Faith, vision, mission and values
- Culturally familiar in the disability context with passion to support caregiving, parenting and relationships with families impacted by disability
- Knowledgeable of and willing to embrace the core Walk Right In Ministries content
- A team player who will develop positive relationships with the WRIM Ministry Team, volunteers and partners

### Skills & Experience:

- Good practical experience with office systems (Microsoft Word, Excel, social media platforms, Zoom)
- Good practical experience or the ability to quickly become proficient with cloud and web systems including WordPress, SignUp Genius, Hootsuite, Dropbox, Calendly
- Strong written and verbal communication skills (phone, email, instant messaging, video conferencing)
- Strong organizational and time management skills
- Strong attention to detail
- Professional demeanor and approach including strong integrity, ethical judgement, discretion and confidentiality
- High school diploma: Bachelor's Degree preferred
- 2+ years' ministry experience or other relevant position preferred

### Responsibilities:

- Organize communication via emails and phone/video calls
- Provide customer service as our first point of contact (e.g., responses to email inquiries, follow up on WRIM Interest Forms and Contact Forms submitted via website)
- Update and maintain ministry records and operations documents such as contact lists, Resource Directory, discussion group attendance and database, monthly service stats, APS system reports
- Schedule social media posts (graphics and captions) and monitor comments; alert Ministry Team about specific needs for follow-up and contribute to encouragement of followers (e.g., respond to social media comments within 48 hours)
- Maintain online calendars of WRIM events and ED meeting schedule; organize travel and accommodations
- Maintain and distribute monthly Prayer Team Updates
- Discern urgent prayer needs and send timely alerts to WRIM Prayer Team, including follow-up when there are answers/developments

- Maintain basic communication with those who submit prayer requests and make referrals to Ministry Team for further follow-up as needed
- Monitor products sales and fulfill orders in a timely fashion
- Review feedback from clients/readers/followers to flag potential Community Story contributors and endorsement quotes for potential use in marketing, fundraising and ministry of education/encouragement
- Collaborate with WRIM Ministry Team to assess and optimize volunteer needs and opportunities
- Serve as liaison and recruiter, cultivating relationship with volunteer sources (e.g., student groups such as National Honor Society, church small groups, Hands On Twin Cities)
- Oversee projects and events, including the recruitment, training and coordination of volunteers to support mission and goals (e.g., Prayer Team, Reach Night, Jammin' Pie Fest, Note Writing, Care Packages)
- Write notes of prayer and encouragement as part of the caregiver care team
- Coordinate local and online fundraisers (e.g., restaurants, Norwex, Usborne books)
- Serve on fundraising event committee and organize implementation of campaigns (e.g., Give to the Max Day, Reach Night, annual year-end fundraising)
- Assist in distributing donor receipt letters for tax records (late January, annually)
- Research potential grant opportunities and compile information for applications
- Assist with set-up, tear-down, hospitality and book sales for an exhibit table at conferences, retreats and other events (occasional)
- Record income and expense transactions using QuickBooks; check historic financial transactions for accuracy; report irregularities to leadership
- Advise and assist in development of new curriculum (e.g., design reviews, editing, proofreading, marketing)
- Meet weekly to review needs and status; work with ED to set quarterly and annual goals
- Assist ED with other projects, as assigned
- Assist and support all colleagues and ministry partners (internal and external) as opportunities arise

#### Details:

**This is a part-time contracted position with Walk Right In Ministries.** The Ministry Assistant will report to Lisa Jamieson, co-founder and executive director of Walk Right In Ministries, and will work 5 or more hours per week (negotiable to maximum of 20 hours per week). This person may work remotely but must maintain close communication with the ED and be available for specific in-person needs. Occasional opportunities to work on site at conferences and events or in our Maple Grove, MN offices may also be requested (with appropriate travel expenses reimbursed).

Participation in weekly Ministry Team meetings is required (virtual).

Participation in Prayer Calls is required at least once per quarter (virtual).

Participation in quarterly Board meetings is required (virtual).

Paid orientation training will be provided.

To apply, or to learn more, email a letter of interest and resume (or LinkedIn profile) with the subject line "Last name, first name – Ministry Assistant" to [info@walkrightin.org](mailto:info@walkrightin.org).