

Brookside

NEXTGEN MINISTRY ASSISTANT

PART-TIME

OUR MISSION

Brookside Community Church in Fort Wayne, Indiana, is a Jesus-centered church committed to building Jesus-Centered homes through healthy relationships resulting in Gospel-saturated communities.

VISION & PURPOSE OF ROLE

The NextGen Ministry Assistant exists to be an extension of ministry, including ministry office operations, volunteer scheduling and compliance, assistance with curriculum preparation, and administrative assistance for large events, retreats, and other special events as planned by NextGen staff.

Classification: Part-Time **Average Hours/Week:** 15 **Accountable to:** NextGen Pastor

PERSONAL & PROFESSIONAL QUALIFICATIONS

- A fully committed follower of Jesus Christ
- A passion to serve God
- A person of moral integrity
- A healthy marriage and family life
- A commitment to the dignity and worth of children
- A person who has a desire to see children place their faith in Christ
- A person who believes in and practices the power of prayer
- A person who can serve on a team where there is a willingness to share constructive criticism to help the ministry grow
- A person with a realistic awareness of their strengths and weaknesses
- Excellent customer service, interpersonal, and diplomatic skills when interacting with children and adults
- Highly organized and well-developed people skills
- A commitment to professional growth
- Computer skills and knowledge
- Strong Admin skills
- Superior written and verbal communication skills
- Ability to work comfortably with quickly shifting priorities and interruptions
- Love for working in a highly collaborative environment

RESPONSIBILITIES

- Assist in the preparation of materials for all Sunday classrooms.
- Work with NextGen Pastor, youth pastor, and volunteers to maintain and improve children's and youth ministries.
- Perform a variety of office tasks, including database management, copies, supply requisition, and budget management
- Coordinate and schedule volunteers, identify weekly needs, and schedule subs when needed.

OTHER RESPONSIBILITIES

- Assist in facilitating parenting resources [newsletters, web, social media, take homes, special events]
- Available for children and their families, working with NextGen Pastor and team as needed.
- Other tasks as assigned