



LATINO MINISTRIES ADMINISTRATIVE ASSISTANT

Job Description

OBJECTIVE

The Latino Ministries Administrative Assistant will support the planning and implementation of the ministry by coming alongside team members to promote ministry effectiveness by providing administration, initiative and coordination.

SCOPE

- Full-Time // Non-Exempt (32 hours per week)
- Ministry Staff // Adult Ministries // Reports to Latino Ministries Pastor

RESPONSIBILITIES

NHC Staff

- Be a champion of NHC's vision and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

Latino Ministries

- Provide general administrative support for Latino Ministries Pastor
- Facilitate ministry logistics including calendar, website, facilities and promotions
- Participate on Latino Ministries Core Team, providing administration and strategic initiative
- Assist in creating pathways for Latinos to assimilate into the broader NHC church family
- Provide hands-on support and guidance in the English to Spanish translation process for church-wide communications and ministry area collaborations
- Assist worship leader and key volunteers with communication, scheduling and administrative preparations for worship services using Planning Center and ProPresenter
- Administrate Latino Ministries budget to maximize ministry impact
- Build into the lives of Latinos through personal shepherding and community development
- Coordinate planning and resourcing of Latino ministry events and relational outreach opportunities in our local community and serve as host when appropriate
- Assist in recruiting, training and shepherding volunteers who share the vision of NHC
- Collaborate with other ministry leaders to develop integrated adult discipleship strategy

PROFILE OF PREFERENCE

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Strong administrative, organizational and communication skills
- Fluency in Spanish (written and oral)
- Resourcefulness and initiative
- High cultural savvy and collaborative attitude