



Job Title: Middle School Ministry Associate

Reports to: Middle School Pastor/Director

Status: Exempt/Salaried Full time

Prepared By/Date: Danny Beech - 11/7/2023

Approved By/Date: Michelle Ravan - 11/15/2023

Position Summary

Help lead the Middle School Ministry by assisting leadership, staff, and volunteers. The position is split between administrative responsibilities and a personal ministry with students. The administrative responsibilities include event and retreat planning, oversight of the ministry's finances, etc. The associate's personal ministry will be to middle school girls and leaders, and will involve relationship building, evangelism, and discipleship.

Roles and Responsibilities

- Development of ministry goals and vision.
- Logistics, scheduling, and administration of ministry events. Events occur weekly, monthly, and quarterly; trips/retreats can be up to 4x yearly.
- Communication throughout the ministry; preparing and sending flyers, newsletters, emails, and reminders to staff, students, and parents as needed.
- Ministry finances; oversight of ministry budget and completion of expenditure and reimbursement forms.
- Relationship building, evangelism, and discipleship with middle school girls.

Qualifications and Requirements

- Affirm East Cooper Baptist Church's Statement of Faith and commit to exhibiting a lifestyle that is consistent.
- Willing to become a member of East Cooper Baptist Church.
- A passionate love for the Lord and a heart for middle school students.
- Small group leadership and discipleship skills.
- Bachelor's Degree (desired).
- Organizational skills and a strong level of attention to detail.
- Exceptional written, verbal, and interpersonal communication skills.
- Excellent in Google Suite.

If you are interested in this opportunity and meet the qualifications above, please [complete an online employment application](#). Upload your resume with a cover letter at the end of the application form.