



Position: Women's & Care Associate – part-time (20–25 hours per week)

Objective: Serves to help the Ministry Director be effective and efficient in leading their ministries. This position requires a pleasant, upbeat and welcoming demeanor, professional judgment, discretion, diplomacy, and above all, complete confidentiality within the ministries and church community.

Reports to: Women's and Care/Counseling Director

Primary Duties and Responsibilities:

- **Women's Ministry**

- Assists with leadership development: shepherding, recruiting, training, following up with and encouraging leaders and volunteers, and communicating any needs to the Director.
- Oversees administrative components of Bible studies and women's events.
- Attends and coordinates details for evening Bible study; fills in as evening coordinator and/or leads a small group as needed.
- Keeps the Director informed of important events, upcoming priorities, meetings, and general activities within the ministries.
- Communicates on behalf of the Director with a professional, positive, and encouraging manner.
- Attends monthly event planning meetings; attends and works at scheduled women's events; encourages and supports MOPS leaders/volunteers; and meets needs as they arise.
- Oversees registration of events, tracks expenses, and helps manage budgets.
- Helps build various strategies to reach more unconnected women.
- Leads prayer and leadership meetings in the Director's absence.

- **Care and Counseling**

- Supports the Director in listening for and helping support needs within the church body.
- Potentially assisting with The Hope of Denver Counseling Center's database and support resources.
- Assists with Deacon Board needs, check requests, and record tracking.

Secondary Duties and Responsibilities:

- Pursues professional/personal/spiritual growth and development.
- Respects life-balance boundaries, yet is appropriately available and responsive as needs arise after hours and on weekends.
- Retains flexibility in all work situations and is not flustered by last minute changes or requests.
- Pursues and upholds relational unity with volunteers.
- Document and maintain the processes required to perform the job.

Minimum Qualifications: Two years of direct ministry experience, coursework in Biblical Studies preferred, excellent verbal and written communication skills, ability to work independently with minimal supervision, highly organized and capable of utilizing technology to assist with organization and communication needs, high degree of discretion and integrity dealing with confidential information, proficiency in computer applications (Microsoft Office Suite).

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.