

Part Time Ministry Assistant Required

LifeLight Ministries is looking for a part time Ministry Assistant with a heart for Bible distribution to work 3 four-hour shifts per week at our office in Winnipeg.

Applicant must enthusiastically agree with <https://biblesfortoday.com/about/statement-of-faith/>

Purpose statement - Our purpose is to serve Christ by enabling His followers to provide God's Word for today. That means, we raise funds, publish Scriptures and distribute them freely.

What does a Ministry Assistant do?

A Ministry Assistant acts as the support person for ministry leaders. Ministry Assistants help with various administrative and organizational needs, such as setting up appointments and overseeing schedules. Acting as a gatekeeper, a Ministry Assistant helps to decide which phone calls, emails, or in-person meetings get through to their leader. They also conduct business with other colleagues or external vendors on behalf of their ministry.

Ministry Assistant duties and responsibilities

The list of duties and responsibilities of a Ministry Assistant is quite large and can change from time to time. Duties and responsibilities needed to excel in a Ministry Assistant role include:

- **FUND-RAISING.** The Assistant will assist the **Donor Relations Manager** in developing, and implementing programs to sufficiently fund a growing ministry through both their individual efforts and also through team strategies with the Board, staff and volunteers. This is based on proven and sound Christian fund raising principles.
- Coordinate donor communications including quarterly newsletters and monthly bulk email updates
- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Filing important documents, such as reports, meeting notes, emails, and letters
- Keeping the **Donor Relations Manager's** ministry calendar up-to-date, including adding events, rescheduling appointments to optimize time management and provide briefings
- Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, clients, and ministry partners, making sure all activities are recorded in the ministry's CRM software database
- Conducting research and creating reports on various topics based on the needs of the ministry
- Planning and organizing events that take place externally, such as fundraisers, exhibits, trade shows, sporting tournaments, and appreciation events and coordinating follow-up
- Keeping important information, documents and on-line inventory organized physically, and electronically
- Maintaining a high degree of discretion and confidentiality
- Packing and shipping Scriptures and coordinating follow-up
- Keeping the office and Scripture displays neat and orderly

Ministry Assistant skills and qualifications

The successful Ministry Assistant candidate will have a variety of hard and soft skills needed to do their job well on a daily basis. Examples of these skills include:

- Exceptional attention to detail
- Communication and interpersonal skills
- Ability to conduct research and create reports or presentations
- Time management of self and others
- Ability to learn quickly
- Ability to handle sensitive information with discretion
- Basic computer and office equipment skills including website maintenance
- Ability to work in a fast-paced environment

Ministry Assistant experience requirements

The amount of experience required for our Ministry Assistant is at least two years of related experience.

Ministry Assistant salary expectations

Depending on experience and qualifications the hourly wage would be \$18 - \$20 / hr. Please send your letter of interest / resume to Bibles@BiblesForToday.com