

**BETHANY COMMUNITY CHURCH
JOB DESCRIPTION**

Associate Director of Women's Ministry

Summary: The Associate Director of Women's Ministry equips the congregation to engage and disciple the women of Bethany to be holistic and lifelong followers of Christ.

Location: Bethany Green Lake

Reports to: Pastor of Adult Ministries

FLSA Status: Exempt, Part-time

KEY RESPONSIBILITIES

- Inspire and engage the congregation and Bethany ministries to lead and equip women to express Christ in their daily lives
- Recruit, train, equip, and encourage ministry leaders and volunteers
- Teach, lead, and invite women to be whole-hearted followers of Christ; provide Christian formation opportunities and resources for participants and leaders that are consistent with Bethany's theology, relevant, and user-friendly (including but not limited to: Bible studies, retreats, areas of healing, reflection or prayer, and opportunities to serve women, the congregation and the community)
- Develop caring relationships and provide pastoral presence in the midst of celebrations and crises with women, their social circles, and the congregation of Bethany Green Lake
- Perform other duties as a member of the Bethany Green Lake and Bethany Community Church Staff, or as the situation arises/assigned by supervisor

POSITION QUALIFICATIONS

- Biblically grounded follower of Jesus
- Lifestyle that reflects devotion to Christ
- Gifted as a leader and teacher
- Dedicated to and capable of equipping others for ministry
- Conversant in faith
- Bachelor's Degree, preferred
- Contagious enthusiasm for learning
- Public speaking and written communication skills
- Computer skills in Microsoft Office, including Word, Excel, and PowerPoint
- Ability to manage both people and financial resources, experience preferred

OTHER SPECIFICATIONS

- Work Schedule:* Typical work schedule is Sunday through Thursday, 16 hours/week (the person hired will work with manager to schedule those days/hours)
- Physical Demands:* Must be able to work in an office environment, often at a computer workstation. Must be able to move between buildings on campus. Must be able to lift small boxes and/or equipment up to 25lbs.
- Working Conditions:* Due to seasonal activity, job duties may often require additional hours and availability outside normal working hours. May require flexibility to adjust work schedule from time to time to work early or later than regular schedule.
The office environment is fast-paced and may be considered stressful, because of numerous urgent and unexpected requests that may require multi-tasking.
Non-smoking building and environment.
- Compensation:* Dependent on experience
- Benefits:* Paid Safe and Sick Time (PSST) provided in accordance with the City of Seattle PSST Ordinance

This job description is intended to describe the general nature of this job, and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of Bethany Community Church, and does not establish a contract for employment.

