



Job Title: Special Needs Ministry Assistant	Created on: 5/17/2021
Reports To: Special Needs Director	Last Updated: 05/18/2021

PURPOSE: The Special Needs Ministry Assistant is responsible for assisting the Special Needs Ministry Director with planning and organizing the needs of the ministry. This is a full-time position working approximately 30 hours of work per week. The schedule of hours will be set by the Director and may vary based upon the needs and ongoing events of the ministry.

RESPONSIBILITIES:

- Act as an additional ministry point of contact for volunteers and parents.
- Maintain the Director’s calendar and assist in arranging meetings or appointments.
- Manage weekly email communications for volunteer scheduling, lesson plans, upcoming events, etc.
- Manage weekly Sunday and Wednesday parent email communications for attendance, events, ministry news, etc.
- Create and edit the weekly assignment sheet and assist in implementing the volunteer/student plan for both Sundays and Wednesdays.
- Implement social media and marketing plans created by the Director.
- Assist in recruiting and training volunteers for both regular services and special events.
- Prepare materials for weekly class lessons as well as materials needed for the special needs “buddy program.”
- Create, organize and maintain files for ministry participants. Carry out an efficient filing system utilizing a scanning system.
- Oversee background checks and child safety training plans for ministry volunteers.
- Implement the volunteer appreciation plan created by the Director.
- Assist with the planning, implementation, and execution of special events. This includes event registrations, room reservations, volunteer recruitment, vendor relations, email communications, decorating, set-up, clean-up, etc.
- Write and distribute emails, correspondences, letters, and forms.
- Reconcile, scan/file, and submit expense reports and credit card statements.
- Research resources needed for the ministry and work to increase knowledge/stay up-to-date on relevant trainings, articles, etc. related to special needs ministry.
- Connect with volunteers between Sundays and special events in order to coordinate the needs of students and communicate any changes to support plans.
- Other duties and responsibilities as assigned by the Director.

QUALIFICATIONS:

- A mature Christian character and a growing personal commitment to Jesus Christ.
- General knowledge and experience working with individuals with special needs is required.
- Displays a high degree of discretion and confidentiality with sensitive information.
- A high degree of emotional intelligence and stability. Able to demonstrate a cheerful, diplomatic and caring attitude.
- Ability to work flexibly and effectively with volunteers and staff, exhibiting creativity, understanding, and patience.
- Excellent written and verbal communication skills; Strong editing and proofreading skills.
- Strong organizational skills.
- Experience with event planning and implementation preferred.

- Willingness to serve and function as an integral member of the team.
- Proficient with office machinery, computers, networks, software and the internet—including copiers, phone systems, fax machines, Microsoft Word, PowerPoint, Excel, and database systems. Able to become proficient quickly with additional computer programs and office machines.