



Redeemer Presbyterian Church Job Description

Position: Diaconate Support
FLSA Status: Non-Exempt
Band: 5
Department: Diaconate
Work Hours: Part-Time, 20 hours per week
Date: January 12, 2017

Responsibilities

- I. Represent Diaconate to other ministry Directors and support staff
 - a. Collaborate with other ministries to improve care given, enhance leadership development, promote mercy and justice efforts, etc.
- II. Communication
 - a. Draft and submit all announcements
 - b. Pulpit announcements/Events page
 - c. Stand up / Staff update email
- III. Meetings
 - a. Assist in meeting planning (prepare agenda/handout, coordinate room set up and order food)
- IV. Administrative
 - a. Prepare Diaconate training manuals and theological manuals for new class
 - b. Make revisions to Diaconate manual and training manual with Director as needed
- V. Assist in assessing and triaging unclear helpline requests and walk-ins
 - a. Contact for one-time help requests (may involve several meetings)
 - b. Meet with walk-ins if the Service Manager is not available
- VI. Care Groups

Administer and manage two care groups (Divorce Care and OWLS) to ensure the following areas are completed in a timely manner and are in alignment with the mission of the ministry:

 - a. Problem solving
 - b. Recruiting and logistics
 - c. Communication

VII. Special Events

- a. Oversee logistical needs of all involved with the event (speakers, special guests, attendees, etc.)
- b. Oversee all event logistics (work with room reservations, communications, IS, food vendor/caterer, etc. for each event to ensure standards of quality and timeliness

VIII. Assist with disaster relief and provide support on an ad hoc basis

Qualifications

- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City.
- Knowledge of the Diaconate preferred, desire to see people grow in Christ, love for the Lord and core foundational beliefs with regard to the Christian faith along with the knowledge that God transforms lives.
- Experience in project and event management.
- Must be a team player and a self-starter.
- Must have excellent communications (verbal and written) and interpersonal skills.