

OAKHILLS C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:
Unity: We seek to promote unity in the Body of Christ
Grace, Truth and Faith: We offer grace, stand for the truth, and live by faith.
Family: We embrace the family as the core teaching and discipling center.
Inclusivity: We invite all people to belong to Christ’s community regardless.
Every Believer a Minister: We view every believer as a minister.
Prayer: We seek God in all decisions through prayer.
Neighborhood: We organize our efforts around neighborhoods.

Job Title:	Community Assistant	Status:	Part-Time (16 Hours)
Department:	Community Life	FLSA:	Non-Exempt
Reports to:	Community Life Director	Job Class:	Para-Professional
Direct Reports:	Volunteers	Ordained Minister:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Monday - Friday	Driving:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

I. **Job Summary:** The Community Assistant supports the implementation of the neighborhood vision of Oak Hills Church and works closely with the Community team.

II. **Primary Duties and Responsibilities:**

1. Serves as primary point of contact for designated areas to support the overall implementation of the Community Life Vision by assisting the Community Minister and Community Leaders.
2. Maintain processes, systems, and reports within the designated area:
 - a. Community Life captain/leader application
 - b. Arena database management
 - c. Community Life captain/leader support, training, reports, and story collection
 - d. Collecting data for tracking and reporting
3. Handles administrative functions for Community Minister.
4. Helps Minister plan and execute events and activities for ministry.
5. Works as an active member of the Community Life Admin team to help improve leader resourcing, event planning/follow-up, communication, etc. for all of OHC.
6. Supports the Community Ministry across OHC by being an advocate and living out and modeling the Community Life Vision.
7. Provides area specific support for OHC Campus Leadership Teams, including Elders and staff, in their implementation of the Community Life vision.
8. Other duties and responsibilities as assigned.

III. **Minimum Qualifications:**

1. High School Diploma or GED. College degree preferred.
2. Three (3) years of administrative experience. Church experience preferred.

IV. **Knowledge and Abilities**

1. Knowledge of computer programs with proficiency in database management, web support, Social Media and Microsoft Office Suite.
2. Knowledge of English grammar and vocabulary.
3. Knowledge and experience in community relations.
4. Ability to work independently with limited supervision.
5. Ability to communicate clearly and effectively through both verbal and written means.
6. Ability to establish and maintain effective working relationships with ministry volunteers.

7. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

V. Physical Requirements and Working Conditions

Occasional lifting/carrying up to 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions vary from inside a home office, meeting locations, event/activity, or retreat/conference.

VI. OHC Staff Expectations

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Discover OHC and become an OHC member within six (6) months of employment.
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.

VII. Other Expectations

1. Requires own personal computer and telephone.
2. Will be required to attend local meeting, events and training as needed.

Revised: JANUARY 2017