

OAKHILLS

CHURCH

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 – II	Status:	Part-Time (20 Hours)
Department:	Community Life	FLSA:	Non-Exempt
Reports to:	Community Life Director	Job Class:	Para-Professional
Direct Reports:	Volunteers	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Monday - Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

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

II. Primary Duties and Responsibilities:

1. Helps Community team create and promote training and resources.
2. Helps create and manage training videos, newsletter and web content for Community Life Team.
3. Helps create processes, systems, and reports for all OHC Areas:
 - a. Community Life captain/leader application
 - b. Database management
 - c. Community Life captain/leader support, training, reports, and story collection
 - d. Collecting data for tracking and reporting
 - e. Promotion, collect stories, reminders, and equipping communication
4. Assist with event planning, implementation and assessment of activities, conferences, meetings/luncheons, leader trainings, fall dinner, and special events.
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. Provides support for OHC Campus Leadership Teams, including Elders and staff, in their implementation of the Community Life vision.
7. Attends meetings at different at various location as needed.
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.
3. Experience may be substituted for education.
4. Current Texas driver's license (Incumbents with out-of-state license must attain Texas license within six (6) months of employment).

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 of 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 staff, members, and 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 an office, meeting locations, off-site filming, 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 Life with Oak Hills 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.

Revised: AUGUST 2017