



Position Title: Legacy Ministries Assistant

Hours/week: 20 (part-time)

Reports To: Salaried/non-exempt

Pay Range: \$14,653.60 - \$19,042.40 (hourly equivalent: \$14.09 - \$18.31)

Benefits: Eligible to participate in 403(b)

This staff position is essential in the ministry of Woodmen Valley Chapel (Woodmen) to spread the gospel and expand God's kingdom by gathering, connecting, growing and contributing. The individual in this role is to fulfill the following responsibilities in such a way as to demonstrate and live out Woodmen's vision to love well and change lives through Christ.

PRIMARY RESPONSIBILITIES:

1. Assists Legacy Director in leading Legacy Ministry
2. Helps minister to the pastoral needs of Legacy members
3. Assists Director in providing support to campus pastors in ministering to campus seniors
4. Ensures all ministry activities align and support Woodmen's vision of Love Well – Change Lives – Through Christ
5. Regularly publishes newsletters, prayer requests and shut-in list for Legacy attendees
6. Helps facilitate missions-related activities and opportunities for Legacy population
7. Helps facilitate service opportunities that allow seniors to support the Woodmen community
8. Interfaces with Colorado Springs community organizations, as needed
9. Helps schedule/produce regular forums pertinent to the aging population, as needed
10. Coordinates all administrative and logistics details in the execution of Legacy activities (advertises events; schedules rooms and A/V for all events; creates/manages annual Legacy budget; establishes annual calendar)
11. Other duties as requested

SKILL/ABILITY/KNOWLEDGE REQUIREMENTS

1. Demonstrates on ongoing relationship with Jesus Christ through regular prayer, personal Bible study, and worship attendance
2. A regular attendee and Commissioned Leader of Woodmen who supports the church vision and values, as well as contributes time and tithes and adheres to Woodmen's Statement of Faith and all policy and belief documents
3. Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and/or MAC
4. Experience establishing, maintaining and forecasting budgets
5. Comfortable speaking in front of groups (as needed)
6. Excels in a multi-task environment
7. Skilled in dealing with people and answering questions pertaining to the ministry in a friendly yet confidential manner
8. This position requires mostly sedentary work
9. Ability to lift and carry 30 lbs.
10. Reliable transportation