

# Ministry Assistant

The Fellowship Church | Leesburg, FL

## Job Description:

Full time staff position reporting to the Lead Pastor. Sunday: 8:00am - 12:00pm; Monday - Thursday: 9:00am-4:00pm.

Are you great with kids? Do you know how to connect with the younger generation in person and through digital platforms? If so - this might be the job for you! We're looking for someone who is a people-person and is excited to work with kids and a team of volunteers.

## Key Responsibilities:

- Provide assistance creatively to the Kids Ministry environments
- Prepare curriculum weekly for Elementary and Preschool rooms
- Assist in scheduling of volunteers weekly
- Connect with new families as needed
- Assist in creating compelling visual content for social media
- Assist the Lead Pastor in general administrative duties

## Requirements:

- A smiley, bubbly, warm and friendly personality
- Strong, proactive work ethic
- Good communication skills
- High attention to detail
- Great time management skills

## Nice-To-Haves:

- Some basic familiarity with Adobe Photoshop
- Some basic familiarity with Squarespace or similar website software
- Ministry experience - working in a church environment