

Ministry Assistant – Prison Ministry Job Specification

Job Summary

The Ministry Assistant for Prison Ministry is responsible for leading all aspects of the Vineyard Columbus Prison Ministry. This includes: recruitment, training and deployment of all volunteers; development, onsite implementation, and ongoing management of all prison programming; collaborating and networking with institutional staff, as well as with other churches and parachurch organizations.

Principle Responsibilities

- Volunteers Coordination
- Prison Coordination
- Program Development
- Ministry Coordination
- Prison Liaison to the Staff

Core Competencies

Dealing with Ambiguity	Conflict Management	Approachability
Interpersonal Savvy	Composure	Ethics and Values
Spiritual Maturity	Directing Others	Conflict Management
Self-Awareness	Organizational Agility	Self-Knowledge/Development
Integrity and Trust	Managing Diversity	Encouragement

Minimum Qualifications, Education and Experience

- Minimum 2 years of previous leadership experience in prison context preferred.
- This position requires a high level of emotional intelligence and has a strong pastoral component.
- Ability to recruit, lead, train and supervise high quality, committed volunteers.
- Gatekeeping” ability to oversee people, procedures, programs, and events being mindful of legal and contextual rules/procedures/expectations.”
- Perseverance/flexibility unique to prison ministry.
- Skilled at developing relationships and the ability to developing a respectful, trusting rapport with prison administration staff, Chaplains, and Correction Officers.
- Friendly, compassionate, enjoys working with all kinds of people from different faith backgrounds. Must work well ecumenically as well as in secular context.
- Knowledge and embodiment in practice of the Scriptures. VI or seminary preferred.
- Commitment to lifelong learning regarding various aspects of prison ministry, i.e.: re-entry, criminal justice.
- Able to work flexible hours, be available on evenings and weekends, while maintaining a work/life balance.
- Satisfactory background check required.
- Basic knowledge of office technology tools helpful including web-based, Word, Excel, Outlook and Publisher.
- Driver’s License Required

Physical Requirements

Walking, Fingering, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Standing, Pushing, Pulling, Lifting, Sedentary Work, Light Work and Ability to Tolerate Inconsistent Indoor Temperatures.