

Ministry Assistant VC Twenty

Job Summary

Ministry Assistant for VC Twenty (the Young Adult community of Vineyard Columbus) will work as a part of the VC Twenty team to reach and disciple young adults (ages 18-29) attending Vineyard Columbus and beyond. Their primary contribution will be made through event planning, leader care and administrative support

Principle Responsibilities

- Event Planning
- Administrative Support
- Leader Care
- General Responsibilities

Core Competencies

Approachable	Integrity and Trust	Ability to Give Feedback
Interpersonal Savvy	Teaching	Managing and Measuring Work
Spiritual Maturity	Systematic Theology	Developing Direct Reports
Self-Awareness	Evangelism/Mission	Motivating Others
Priority Setting	Pastoral Care and Visitation	Manages Conflict Well

Minimum Qualifications, Education and Experience

- 1-3 years of church/ministry leadership experience preferred.
- Proven track record of successful event planning and execution.
- Strong administrative aptitude and organizational abilities.
- Ability to recruit, lead, train and supervise volunteers and build teams.
- Ability to make someone else's vision a reality by making ideas actionable and measurable.
- An ability to utilize social media as an outreach and communication tool HIGHLY preferred.
- An ability to create memorable experiences and environments that are engaging to young adults.
- Deep knowledge of scripture and a lifestyle of committed and growing discipleship.
- Satisfactory background check required for all positions.

Physical Requirements

Walking, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Standing, Pushing, Pulling, Lifting, Sedentary Work, Light Work