



## **JOB TITLE: MINISTRY PROGRAM ASSOCIATE**

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Reports To: Liaison to Ministries  
Prepared by: Human Resources

FLSA Status: Exempt  
Date: September 1, 2020

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### **JOB DESCRIPTION**

#### **SUMMARY:**

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, Virginia. The incumbent is under the day-to-day supervision of the Liaison for Ministries and serves as Ministry Program Associate. This role is primarily responsible for providing direction and leadership to ministry leaders and staff in the areas of ministry program development, volunteer and event management and new ministry development. This position is responsible for assisting with ministry program development and evaluation and for providing technical guidance for ministry programs and volunteers, establishing and maintaining the new ministry development process and evaluation.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- Provide direction and leadership to ministry program leaders and staff in the areas of program development.
- Provide technical guidance for ministry programs.
- Provides leadership and guidance in the design, implementation and maintenance of a comprehensive volunteer ministry that includes volunteer assessment, assignment, scheduling, recognition, training, and execution of church-wide volunteer assessment, assignment, scheduling, recognition, training, and execution of church-wide volunteer appreciation system.
- Conduct research to identify best practices in ministry programming.
- Assist in the development of best in class protocols and policies for program management.

#### **CORE COMPETENCIES REQUIRED:**

- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; plans for additional resources; Sets goals and objectives; Organizes and Develop realistic action plans.
- Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Written Communication – Writes clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; participates in meetings.
- Customer focused, professional, courteous and friendly personality.

### **EDUCATION, CERTIFICATIONS AND LICENSES:**

Bachelor degree from an accredited education institution, and or equivalent education and experience. Two to three years of supervisory experience to oversee the work of a multitude of volunteers.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The incumbent must possess superior interpersonal, project management and volunteer management skills.

### **PHYSICAL DEMANDS:**

#### **COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of spread sheet, power point and word processing software.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to; use hands to handle, manipulate, feel, talk or hear. The employee is required to reach with hands and arms. The employee is regularly required to stand, walk, climb or balance, stoop, kneel, crouch, crawl and or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate