



JOB TITLE: MINISTRY PROGRAM ASSOCIATE

SUMMARY:

Alfred Street Baptist Church (ASBC) is excited to announce our search for our **Ministry Program Associate**. Our church has over 10,000 members and continues to grow “Building Disciples to Win the World for Christ.” ASBC has over 80 ministries to meet member needs. We seek top performers who can advance the work of the Lord. We seek people who have much to offer and are dedicated servants of God. We also seek those individuals who are upbeat, loyal, and resourceful and are dedicated to working to fulfill our mission.

This is a full-time position at the Alfred Street Baptist Church (ASBC) located in Alexandria, VA. The incumbent is under the day-to-day supervision of the Director of Worship Experience and Ministries. The Ministry Program Associate is primarily responsible for providing direction and leadership to ministry leaders and staff in the areas of worship service coordination, worship events, hospitality, leadership development, volunteer management and new ministry development. In addition, the Ministry Program Associate is responsible for ensuring the effective execution of worship services and coordination of logistics among the various church departments and ministry groups, to include special worship events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establishes and maintains a hospitality volunteer team and program that provides first-time visitors with a five-star worship experience and converts visitors into members.
- Coordinates leadership training and ministry program connection events for ministry programs.
- Proposes new ideas and approaches to improve worship service planning and implementation to enhance the volunteer and worship experience.
- Ensures ASBC worship service logistics are effectively communicated and implemented consistently according to policy and protocol.

- Plans and implements periodic engagement programs and activities to recognize volunteers and build a sense of community among them, including opportunities to reflect on their experiences.
- Initiate and maintain effective communication with program staff around volunteer engagement especially during periods of staff turnover in key programs.
- Plans and oversees volunteer, service coordinator, usher, and greeter, recruitment and training, and provides continuous support for identified roles in collaboration with program staff.
- Ensures worship service logistics and associated volunteer efforts are synchronized with interpreters, facilities, music, deacons, trustees, security, culinary, Sunday School, audio visual, associate ministers and staff ministers.
- Collaborates with ministry leaders and staff to plan and execute events for the Worship Experience and Ministries department.
- Collaborates with staff and ministry leaders to oversee the volunteer ministry scheduling of volunteers for worship service and ministry events, to include worship service coordinators, ushers, greeters, security and interpreters.
- Assists with development of new ministry programs.

MINIMUM QUALIFICATIONS:

- Proficient using the latest versions of Microsoft Word, Excel, Microsoft Teams and PowerPoint, and knowledgeable in database software.
- 3+ years' program management experience to oversee the work of a multitude of volunteers, or equivalent combination of education and experience.
- 3 – 5 years' demonstrated successful event planning experience.
- Previous experience in a church or non-profit desired.

CORE COMPETENCIES REQUIRED:

- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the organization; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Attention to Detail:** Consistently attends to the many small pieces, which must be assembled into an organization as a whole; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Communication** - the ability to listen to others objectively, paraphrase the content of the message, speak effectively, use various forms of written communication through written reports, etc.
- **Planning and Organization** - the ability to identify alternative courses of action, accommodate multiple demands and requests, prioritize, establish goals and follow through on fulfilling these goals, manage time effectively, and predict future trends and patterns.

- **Critical Thinking Skills** - the ability to identify quickly and accurately the critical issues when making a decision or solving a problem, identify problems and needs, identify information sources appropriate to a problem or need, and formulate questions to clarify a problem.

EDUCATION, CERTIFICATIONS AND LICENSES:

- Bachelor's degree preferred.

As a condition of employment, all employees hired after October 1, 2021 are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination. To make application for a medical or religious exemption, please contact the Human Resources Department.

APPLICATION PROCESS

Qualified candidates should submit a resume and list of three references using our online application system.