



## Ministry Program Associate

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### 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, Virginia. The incumbent is under the day-to-day supervision of the Director, Worship Experience and Ministries and serves as Ministry Program Associate. This position is primarily responsible for providing direction and leadership to ministry leaders and staff in the areas of program development, budget monitoring, volunteer management and new ministry development. This position is responsible for assisting with ministry program development and evaluation. This position is responsible for providing technical guidance for ministry programs and volunteers. This position is also responsible for establishing and maintaining new ministry development process and evaluation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide direction and leadership to ministry program leaders and staff in the areas of program and budget development.
- Provide technical guidance for ministry programs.
- Provide leadership and guidance in the design, implementation and maintenance of new ministry programs to include submission, evaluation and follow-up processes.
- Conduct research to identify best practices in ministry programming.
- Assists in the development of relevant protocol and policies for ministry programs.
- Assist with oversight of ministry programs budget
- Other duties as required

### MINIMUM QUALIFICATIONS:

- 5-7 years of supervisory experience to oversee the work of a multitude of volunteers.
- 5-7 years of program development experience.

### 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's degree from an accredited education institution (Master's degree preferred).

*As a condition of employment, all employees are required to be fully vaccinated for COVID-19 and able to provide proof of such vaccination.*

## **APPLICATION PROCESS**

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