Career Opportunity: Ministry Assistant/Coordinator

SouthRidge Fellowship Baptist Church

Position Details

Title: Ministry Assistant
Reports To: Ministry/Operations Pastor
Hours: Up to 35 hours per week
Compensation: $25 per hour plus 2 weeks annual vacation.

Role Overview

Administrative Excellence + SR Kids Support

This role combines church-wide administrative support with dedicated support for **SR Kids**, with **20 hours per week focused on children's ministry operations and administration**.

We are looking for someone who loves helping plans become reality. This position is ideal for someone who enjoys organizing details, tracking progress, coordinating people, meeting deadlines, and ensuring that ministry initiatives are carried through to completion. Much of your work will involve taking ideas, plans, and ministry goals developed by others and carrying them across the finish line. You will be the person who makes sure the details are handled, commitments filled, and important work gets completed.

If you're the type of person who gains satisfaction from seeing a project finished, an event successfully executed, or a task completed, this may be a great fit for you.

About SouthRidge

Our mission is to **Love God, Change the World. One Life at a Time.**

We are committed to being and becoming a hospitable community committing to the ways of Jesus and partnering together for Kingdom impact . We believe ministry happens best when people are empowered to serve in areas that align with their strengths and passions.

As part of our staff team, you'll play an important role in supporting ministries that serve children, families, volunteers, and the broader church community.

What does the work actually look like?

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You'll be supporting the administration and operation of SR Kids on Sunday mornings, helping ensure that Sunday mornings run smoothly so that every child has a great experience and every volunteer feels equipped.

Responsibilities may include:

- Programming & Events: Assist in coordinating and executing weekly SR Kids programming; communicate with families regarding scheduling, events, and ministry updates.
- Administrative Support: Maintain accurate records for SR Kids families and participants using SRC. Support the Children's Director with administrative tasks as assigned.
- Assist with volunteer scheduling and tracking.
- Monitor ongoing ministry projects, action items, and deadlines to ensure commitments are completed and nothing falls through the cracks.
- Take ownership of assigned projects from planning though execution, ensuring they are completed accurately and on time.
- Supporting ministry leaders with administrative and organizational needs.
- Maintaining accurate records and documentation.

While every Ministry Assistant serves in similar areas, the exact mix of responsibilities may vary based on individual strengths, experience, and ministry needs. We believe people thrive when they're able to contribute where they add the most value, and we'll work together to identify those opportunities.

Anything else you should know?

- You'll learn what it looks like to actually operate a ministry — the planning, the logistics, the volunteer coordination, the follow-through. It's a great role for someone who wants to grow in ministry leadership.
- Some evening and weekend work will be required, particularly on Sunday and during ministry events.
- A criminal record check is required in accordance with our Child Protection Policy.

What do you need to succeed?

- A genuine, growing relationship with Jesus that shapes how you show up for people — of all ages and abilities.
- A servant's heart and a teachable spirit. You don't need to have it all figured out — you need to be someone who wants to learn and grow.
- Strong administrative and organizational abilities.
- Effective written and verbal communication skills: We need someone who is comfortable with and is able to communicate well with other staff members, volunteers, parents, and children alike.
- Comfort learning and using office technology and ministry software.
- Ministry coordination involves a lot of moving parts, and you'll need to be someone who can track tasks, deadlines, and responsibilities to ensure projects are completed and commitments filled.

Interested in Applying?

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Please submit your resume and a brief cover letter outlining your experience, interest in the role, and why you believe you would be a good fit to deirdre@southridgefellowship.com.