

## Emmanuel Reformed Church – Castleton, New York

[www.encounterERC.com](http://www.encounterERC.com)

### Job Posting: Ministry Assistant

#### Objective:

The Ministry Assistant serves in support of the Pastor in the daily operations of the church.

#### Overview

A part-time position to support the overall mission and ministry of Emmanuel Reformed Church. We are an intergenerational church in Castleton which seeks to worship God and engage people in the life, joy, and work of the church; through serving, teaching, and inviting others to follow Jesus. We are seeking a trustworthy, ministry-minded, friendly, creative, applicant to work with our pastor, staff and volunteers. The role has flexibility in hours, and on-the-job learning is expected.

#### PRIMARY RESPONSIBILITIES:

##### Communication

- Work on website, social media, email and print communication
- Being a welcoming presence in the office, answering the phone, and emails.
- Being a liaison as needed to the community, and within the congregation

##### Support of Church Ministry

- Proof and print bulletins, inserts and other materials for worship services
- Support the ministry teams in their work (sign-ups, ordering materials, communication, event promotion, etc.)

##### Requirements

- A friendly and professional demeanor
- Willingness to learn and innovate
- Excellent communication and interpersonal skills
- Ability to meet deadlines with quality work
- Computer skills: Microsoft Office, social media platforms, web-based applications
- Familiarity with church life and culture, and compatibility with Reformed doctrine
- This position requires flexibility, confidentiality, and the ability to work both independently and with teams.

Regular offices hours will be agreed upon for a total of 20 to 25 hours weekly, pay based on skills and experience. We are prepared to train the right candidate to ensure our mutual success.

If interested, please send your resume and a letter sharing why you think you would be a great fit for this position to: [search@encounterERC.com](mailto:search@encounterERC.com)