



## **Program Associate for Children and Women's Ministries**

### **Reports to**

Children and Women's Pastor

### **Summary/Objective**

The Program Associate is responsible for planning, developing, and overseeing the administration and implementation of the ministries. The Program Associate will work closely with program managers and staff to ensure consistent, excellent quality and positive, strategic impact across programs.

### **Essential Functions**

- Assist with the coordination and execution of weekly chapel worship services.
- Attend staff meetings and advocate on behalf of Children and Women's ministries.
- Communicate consistently with parents and volunteers through CCB, newsletters, flyers, website, and remind app.
- Equip families and women with resources to strengthen their relationship with God.
- Assist ministry leaders with the review and selection of a Bible based curriculum that encourages spiritual growth and ignites a desire to know God.
- Coordinate special worship Sundays.
- Plan and implement programs, activities, and field trips to inspire and equip students for daily Christian living.
- Implement a strategy for reaching and assimilating new children/families and women.
- Seek opportunities to collaborate with other ministries within and outside of Ebenezer.
- Prepare annual report for the Children and Women's ministries.
- Ensure that policies and procedures always remain updated.
- Assist with ensuring that the Children and Women's Ministries website page is updated.

### **Competencies**

- Sound in the Christian faith
- Possess a genuine love for children and a commitment to helping them grow spiritually
- Collaborative attitude with parents, children, church staff and congregation at large
- Highly developed interpersonal and communication skills; a team player
- Strong organizational skills
- Experience in administration, developing budgets, and controlling expenditures
- Ability to work with a wide variety of people and leadership styles
- Excellent writer and verbal communicator

## **Supervisory Responsibility**

This position supervises volunteers.

## **Experience**

- 3-5 years of experience working with children and women
- Bachelor's degree preferred
- Background in experience as an administrator or program coordinator
- CPR and First Aid Certifications

## **Position Type\Expected Hours of Work**

This is a part-time Atlanta-based position with 20 hours weekly.

Days and hours of work are flexible Sunday through Thursday, 8:00 am to 3:00 pm.

**Work Authorization/Security Clearance** with clear Background Screen

All candidates should submit a cover letter and resume to: [careers@ebenezeratl.org](mailto:careers@ebenezeratl.org).