



Job Title: High School Ministry Associate

Status: Exempt / Salaried Full time / Level 700

Prepared by: Van Barnhill/ April 2018

Position Summary

East Cooper Baptist Church is seeking a full-time ministry associate to assist with the High School Ministry. This position is responsible for logistical planning for the High School Ministry, administrative oversight, and ministry in regards to the high school girls.

Organizational Status

This position reports to the High School Pastor.

Roles & Responsibilities

- Communicating information to parents, students, and volunteers through email, social media, etc.
- Helping to plan and coordinate retreats, mission trips, and various ministry events
- Assist the High School Pastor in calendar planning, reserving resources, and maintaining the ministry budget
- Oversee the High School Girl's Ministry including: Bible studies, discipleship groups, one on one mentoring, and various events
- Attendance at all High School Ministry functions
- Coordination with other ministry associates as needs arise

Qualifications and Requirements

- A passionate love for the Lord
- A desire to serve in student ministry
- Bachelor's degree
- Excellent written, verbal, and interpersonal communication skills

- Discipleship experience
- A member of ECBC (or willing and able to join)

If you are interested in this position, please complete and submit an online application to our Human Resources department. Thank you!