

Church Doctor Ministries, SEND North America

Position Description

Job Title:	SEND Support Team Member
Reports To:	Ministry Leader, Church Doctor Ministries
Location:	Corunna, Indiana

POSITION SUMMARY: Support team members for SEND North America will perform a number of diverse duties required for the recruitment and advancement of SEND North America. This position requires exceptional communication, organization, and follow-through skills to be applied in all aspects of work completed. This position requires an active, committed Christian with a heart for reaching, resourcing, and releasing young adults.

Primary Responsibilities and Duties:

1. Researches and reports on potential key contacts for SEND, including campus ministries, young adult ministries, and other related ministries. Will be responsible for creating and expanding SEND communication databases for related ministries including campus ministries and churches.
2. Tracks, measures, and analyzes ministry information related to student recruitment and network relationship building with related ministries.
3. Provides administrative support to the ministry. Able to support all operational and administrative areas of SEND North America. Works to ensure all ministry processes and procedures are followed.
4. Manages the SEND North America meeting calendar, actively and aggressively scheduling key meetings for ministry leaders. Works with SEND leader to prepare materials for events and meetings.
5. Responsible for scheduling SEND events to promote and recruit SEND young adults. Includes following marketing plans and strategies to promote monthly events designed to connect SEND with young adults.
6. Responsible for aggressive social media and online marketing strategy. Commitment to promoting and pursuing the marketing of SEND. Source out conferences, events, and activities and establish a presence to promote SEND at these events.
7. Must have a passion for precision and accuracy to perform high-end administrative work. Have a passion for working with young adults.
8. Willing to work flexible hours, evenings, weekends, and attend events and activities related to SEND.

9. Other duties as assigned by ministry leaders.

MINIMUM SKILL QUALIFICATIONS:

- Computer skills – Microsoft Office Products, database management
- Operation of office equipment – multi-line telephone system, copier, printer, fax machines
- Excellent communication skills, organizational skills, and extreme attention to detail
- Ability to learn new things quickly and adapt to changing ministry environment
- Excellent skills in online social media, online marketing platforms, website development and blogging

Date Revised August 15, 2013-tjs