



HAND IN HAND ADMINISTRATIVE ASSOCIATE

OBJECTIVE: To support the ministry and vision of Valley Church by providing administrative and support the Hand in Hand Lead Associate.

EMPLOYMENT STANDARDS:

Experience: Proficient with office equipment and capable of learning needed software programs; Some clerical experience is beneficial, but not required. Available on Sunday mornings for one or two worship gatherings.

Church Home: Must be a regular and involved attender at Valley Church.

COMPENSATION/STATUS: Part-time, 15 hours per week. Hourly compensation commensurate with experience and education. See Personnel Policies for details.

ROLE: The Hand in Hand Administrative Associate position is ...

- **DNA Carrier:** Completely embraces and contagiously communicates the mission, values, strategy, and impact measures of Valley Church.
- **Cheerleader:** Encouraging to leaders, volunteers, and staff.
- **Relational Leader and Partner:** Friendly and approachable.
- **Volunteer Developer:** Finds strengths of volunteers and directs them into positions that encourage leadership and growth.
- **Healthy Relationship Champion:** Cares for the spiritual, emotional, and familial health of Hand in Hand families, staff, and volunteers.
- **Team Builder:** Encourage team members in their relationships with the Lord and within their role; be flexible and positive. Brainstorm ways to improve programs and help volunteers implement those ideas. Support big Valley Church events: Good For All, Easter, Christmas, Love You Des Moines Days, Great Pumpkin Party, etc.
- **Is present:** Available to staff, leaders, and key volunteers. Available to church family members on a more limited scope.

PERSONALLY: The Hand in Hand Administrative Associate is ...

- **Highly Relational:** Loves, enjoys, and excels at relating to individuals within the church as well as unchurched members of the community.
- **Disciple:** Fully devoted to following Jesus in everything he or she does.
- **Trustworthy:** Has unwavering loyalty to Christ, senior leaders, and Valley Church. Understands sensitive situations and maintains complete confidentiality. Skilled with diplomatic endeavors.



- **Conflict resolver:** Able and unafraid to work through interpersonal conflicts, ministry misalignment, or issues of sin. True peacemaker.
- **Self-aware individual:** Knows where he or she is weak and finds others to fill in those gaps. Emotionally intelligent and healthy.
- **Humble Learner:** Can take direction and feedback well and has a great desire to learn.
- **Person of integrity:** At the core, he or she makes solid decisions based on lifelong, biblical values.
- **Seasoned:** Knows and loves our church; no question on understanding our ministry philosophy and practices.

JOB: The Hand in Hand Administrative Associate is responsible for ...

- **Newsletter:** Create and send monthly newsletter about upcoming events, Compassion child updates, and other important information.
- **Communication/Office work:** Communicate with ministry leaders and volunteers. Create, produce, and distribute ministry materials for promotions/events. Make arrangements for ministry events. Assist with administration of ministry records, budget, planning calendar, and encouragement. Update files, forms, and descriptions.
- **Research:** Explore new ways to streamline systems; Be open to change and new ideas; Aware of other ministries success and operations.
- **Respite:** Create registrations for these events, reserve them on church calendar, coordinate the Respite team and communicate to Behavioral Specialist & Training Team (BSTT) Leader. Help as needed at the event.
- **Night to Shine:** Assist in planning and executing this large-scale community event.
- **CONNECT:** Coordinate the CONNECT Event team for our events and set up the registration links and email updates to groups/individuals. Help as needed at the event, including Harvest Hoedown.
- **Other duties** as assigned by supervisor, including Great Pumpkin Party, Easter, Love You Des Moines Days, Christmas.

RELATIONSHIPS of the Hand in Hand Administrative Associate include ...

Reports to	Hand in Hand Lead Associate
Works closely with	Behavioral Specialist & Training Team and other Hand in Hand team leaders
Leads	A Night to Shine team, Hand in Hand adult class teachers, Church Buddy volunteers
Supports	Children’s Ministry Team



SUCCESS of the Hand in Hand Administrative Associate is defined by ...

- **Passionate alignment:** There is excitement and intentionality about the mission, values, strategy, and impact of our church.
- **Building bridges:** Vitally connects members of the church and the community to the Body of Christ; being a support and encouragement to the families in times of struggle and joy.
- **Goal oriented:** Establishes goals and metrics to drive the achievement of the long and short-term vision of the ministry.