



Position Title: Program Assistant – Door of Hope and North Side Madison Campus
Reporting Relationship: Door of Hope Program Director
Exempt Status: Part-time, Non-exempt (20 hours)

Ministry Description: The Program Assistant will provide program and administrative support for the Door of Hope Program Director and Door of Hope programming.

Primary Responsibilities:

- Develop, organize and manage systems to assist program director.
- Support program director and DOH board in communicating with schools, students and volunteers
- Maintain DOH social media accounts
- Supervising, supporting, and guiding students
- Assisting with program planning and delivery
- Transporting students to and from program
- Visit schools to promote program
- Advocate for students and families in the community
- Help with setup and tear down
- Other duties as assigned by program director or NSM campus pastor
- Be an equipper. Find, invite and train people for ministry to multiply ministry

Qualifications:

- Knowledge and experience with Microsoft programs
- Experience working in office environment
- Maintains personal, spiritual, and professional growth
- Possesses a vibrant growing personal committed relationship with Christ
- Experience working in multi-ethnic communities and with multi-ethnic staff and volunteers
- Embrace the mission and vision of Door Creek Church, an attender of Door Creek Church

Physical Demands

- Sitting for long periods of time
- Standing for long periods of time
- Lifting up to 50 pounds

Door of Hope and Door Creek Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.