



JOB DESCRIPTION – METWomen COORDINATOR (P/T)

Job title: METWomen Coordinator
Terms: Part-time, 20 to 25 hours/week
Requirements: Hybrid – 2 days on-site (2176 Prince of Wales Dr)

About us: The Metropolitan Bible Church ("The Met") has been a lighthouse for the gospel in Canada's capital region since 1931. Our mission is to glorify God by making disciples of Jesus Christ, together engaging people with the gospel, establishing believers in the gospel and equipping servants of the gospel, in our nation's capital and the nations of the world.

About the role: We are seeking a detail-oriented and highly organized part-time ministry assistant to provide administrative and occasional pastoral support for METWomen. The ideal candidate will have excellent communication skills, a strong work ethic, the ability to multitask, as well as a developed understanding of the Bible and how to apply it to everyday living. This position offers flexibility and is perfect for individuals looking to balance work with other commitments.

Role Responsibility: This job involves a unique combination of administrative and social skills to be employed within a ministry context. Organization, flexibility, and spiritual maturity are critical to this position. This person must have excellent personal communication skills (oral and written) and should have no difficulty working with, leading, instructing, encouraging, and recruiting volunteers. Attention to details is an absolute requirement. This position also requires the use of many forms of software and database systems, so comfort with technology is an important component of the candidate.

Primary Responsibility: Assist in the praying, planning, coordinating, and implementation of:

- Women's Bible Study - AM/PM/Online
- Women's Ministry Events
- Women's Retreat
- Leadership Appreciation
- Leadership Training Workshops

Admin Responsibility: Book facilities for all METWomen programs/events. Create and maintain small group lists and track attendance for all. Order, pick up, and arrange/serve food for Small Group Facilitator equipping events. Create online registration forms and manage all aspects of registration for all METWomen programs/events. Purchase supplies, books, study guides. Prepare slides for weekly teaching, edit videos, manage YouTube channel. Coordinate with Facilities staff re: room and table setups. Review invoices, request payments and refunds to volunteers. Respond to inquiries. In



coordination with the Director, prepare and send mass correspondence. Collect funds for moneys charged for events and Bible studies. Volunteer coordination for weekly and special events. Recruit volunteers for greeting, admin, a/v, and hospitality teams. Participate in Women's Ministry team meetings as required. Edit and format study guide and coordinate printing and ordering. Coordinate promotional campaigns for Bible studies and special events. Oversee needed updates for the METWomen's web page. Oversee social media communication of events on Facebook. Coordinate with Teaching Lead and Graphic Designer for all graphics related to study.

Other Essential Duty *(but are not limited to):* Pray regularly for the ministry, individually and with other METWomen team members. Provide feedback on new METWomen initiatives, upcoming Bible study topics, ministry direction, etc. As a Met staff member, be an excellent example of Christian conduct and godly wisdom. Occasionally serve as a spiritual support for women in the church, when the Director is unavailable to do so.

Experience Required:

- 1-year administrative assistant experience
- Proficient in Microsoft Word, Excel, PowerPoint
- Strong English grammar and editing skills
- Previous experience with Adobe Acrobat, Planning Center Online and video editing would be helpful

Other Essential Duty *(but are not limited to):* This position requires someone who: has a strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him; possesses a helpful, pleasant, diplomatic, and caring servant attitude; maintains confidentiality; is a self-starter and requires minimal supervision; is extremely organized and is excellent at follow-up and follow-through; is willing to work evenings and weekend Special Events, if needed; and is comfortable with a variety of software and online programs and learns new technical skills quickly. This person also needs to have a good sense of humour.

ANY ADDITIONAL NOTES

Incumbent is a Met Member or being willing to take the steps towards membership of The Met.

Please send your resume and cover letter to employment@metbiblechurch.ca.