



Church Vitality Assistant

Position Description

Title:	Church Vitality Assistant
Status:	Part Time, 24-30 hours weekly, 6 hours per day Mon.-Fri.
Reports to:	Director of Church Vitality
Purpose:	To support the Director of Church Vitality by assisting with administrative tasks and projects
Description:	The Vision of FEB Central Church Vitality is to be a region of Word-Centered, Spirit-Filled, Mission-Driven churches. The Church Vitality Assistant plays a vital role in supporting this vision through working with our Director and Team in the administration of the ministry.
Specific Duties:	• Support CV Consultation Process • Support CV Next Level Networks • Manage the Staff Search System • Support CV communications and events • Assist in CV resource development • Arrange meetings, seminars, and speaking engagements • Manage CV web pages and social media • Assist in annual CV Survey • Support the Stronger Leadership Conference • Special projects and other duties as required
Skills Required:	• Administrative Excellence • Pleasant and Professional Demeanor • Strong Verbal and Written Communications Skills • Project Management Skills • Strong Computer Skills – proficient in MS Office software, social media, Apple ecosystem, Canva • Basic Digital Media skills, able to work with image, audio, video, and graphic design software and files, and ability to learn additional digital media skills
Other Requirements:	• Must agree with FEB Central's Affirmation of Faith, Mission and Staff Policies. • Must attend a FEB Central church.