



FLOURISHING MINISTRIES

Women's Empowerment Ministry

Operations Support:

Volunteer Job Description: Operations Volunteer

Reports to: Executive/Founder

Location: Virtual

To learn more about FLOURISHING Ministries please visit our website:

<https://www.flourishingministries.com/>

Purpose: All Operations Volunteers work directly with the Executive/Founder. Our Operations Volunteers serve as the core team that keeps the ministry afloat and operational in the absence of the Executive/Founder. Operations Volunteers serve as management and oversight personnel to all areas of the ministry.

Duties and Responsibilities:

This will include, but not limited to:

- Responding to emails
- Data Entry
- Data Management
- Scheduling Meetings
- Volunteer Onboarding
- Small-Group Leader Onboarding
- Assist with day-to-day operations
- Social Media Volunteer Back-up
- Blog Editor Back-Up

Requirements:

- Must be courteous and personable with good interpersonal skills and a friendly manner.
- Must be dependable, punctual, work well independently and as part of a team.
- Willing to take initiative, and committed to other duties as assigned.
- Excellent organizational, written, and verbal skills.

- Computer skills are a must - Knowledge of Microsoft Office programs and Google Suite.
- Respect and maintain the confidentiality of participants, partners, and donors.
- Attend team meetings.

Benefits:

- Be part of a dynamic, innovative, and successful team and thriving ministry.
- Great opportunity to build work experience and learn from a successful team working in women's ministry.
- Valuable work experience and transferrable skills in the administrative and management field.
- Serve and lead in ministry.

Code of Conduct:

- Perform duties responsibly to the standards set out by FLOURISHING Ministries.
- Represent yourself and the ministry in a positive light.
- Agree to maintain the confidentiality of any sensitive information both during and after serving as a volunteer with FLOURISHING Ministries. This information may include contracts, financial information, membership lists, staffing or personnel documentation and/or discussions about business.

If interested in volunteering please submit a volunteer application and indicate which position you would like to volunteer for: <https://forms.gle/kDh8hTGzkTRY66VE6>

If you have any questions, please contact info@flourishingministries.com