Ministry Assistant (MA) Position

Child Evangelism Fellowship (CEF) of Dauphin County is prayerfully seeking a **Ministry Assistant** for its Harrisburg, PA office. This individual would be responsible for assisting the ministry director in the development and administration of local Good News Clubs (GNC) and summer Good News Day Camps (GNDC) geared to elementary-aged children in this county. This position would begin as part-time with the potential for full-time hours.

Job Responsibilities:

-Nurture established Good News Clubs (GNC) by building relationships with the volunteers of each GNC and visiting those clubs systematically to encourage the GNC team and ensure they are equipped to effectively minister to children by using CEF teaching materials appropriately.

- Recruit new volunteers for GNC's that are lacking team members. Be prepared to assist as a substitute as needed.

- Build relationships with public schools to establish and expand GNC's.

- Along with the staff, assist in training both existing and new volunteers during Teacher Training Classes as well as training new GNC teams who are just starting a Good News Clubs.

-Coordinate the staffing for the various positions at summer Good News Day Camps.

-Assist in setting up, conducting and the cleanup at the end of each Good News Day Camp.

-Follow-up with the children that attended Good News Day Camp.

-Additional duties as assigned.

Qualifications:

-A calling to ministry and desire for children to hear the Gospel and place their faith in Christ.

-A personal relationship with Jesus Christ, demonstrating a consistent Christian testimony which includes involvement in a local church.*

-Skills in planning, organization, effective communication, and teamwork are necessary.

-A working knowledge of Microsoft office is preferred.

*As a religious organization, Child Evangelism Fellowship of Dauphin County is permitted and reserves the right to prefer employees or prospective employees on the basis of religion. Applicants must agree to and sign CEF's statement of faith.

Since Child Evangelism Fellowship is a faith-based ministry, raising some personal support may be required.

For more information on this position, please contact us at 717-652-0372.