

Life Ministries Associate Christ Community Church



1190 Phoenixville Pike
West Chester, PA 19380
T 610-431-0300
<http://visitccc.com>

Job Description

To support the Life Ministries, specifically KidzROCK, Women's Ministry, and 55+ Ministry through coordination, organization and support within the context of the mission and vision of Christ Community Church. This position dual-reports to the Executive Director of Life Ministries and the Director of Women's Ministry.

Job Responsibilities

• KidzROCK

- Sunday ministry: Recruit, train and oversee volunteers; prepare curriculum, crafts, and activities; communicate with staff and families.
- Midweek and Special Events: Help plan and facilitate midweek programs and seasonal family events.
- Summer Camps: Support the planning and execution of summer camps including training interns and counselors, leading teams, and facilitating programs.

• Women's Ministry

- Administrative and Organization: Assist with registrations, record keeping, inventory and other administrative needs.
- Communication and Volunteer Support: Coordinate ministry communication across social media, email, and website platforms; assist with graphics; and recruit, train and support volunteers.
- Event Coordination: Planning, organizing, and implementing weekly and seasonal gatherings including leader meetings.

• 55+ Ministry

- Assist with administrative tasks, communication, and event planning to organize and implement bi-monthly events.

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Key Skills, Experiences, and Qualifications

- Full alignment with CCC's Statement of Faith, mission, vision, and values.
- A consistent pursuit of godliness and Christlike character.
- A commitment to partnership and active involvement at CCC.
- Excellent written and verbal communication skills.
- Strong relational and emotional intelligence.
- Skilled in managing time and resources, organizing and prioritizing effectively, meeting deadlines, and adapting to changing needs.
- Proficiency with Mac and associated programs; familiarity with social media platforms.
- Ministry experience or familiarity with children, curriculum planning, volunteer/team management, and event planning.

Schedule/Hours

- Total of 20-25 hours per week, Sunday-Thursday
- Includes Sunday mornings year-round; Wednesday evenings and Thursday mornings from September-May; special events as needed
- Availability is required during designated camp weeks; flexible scheduling is available throughout the remainder of the summer.