

# Operations Assistant

The Operations Assistant will work to support the vision of Dare Ministries by assisting in administrative tasks and overseeing specific projects as needed. Dare Ministries exists to prepare young Saints for a lifetime of ministry and unify the Body of Christ. The Operations Assistant will report directly to the Chief Operations Officer.

## Roles: The Operations Assistant will

- work between 5-10 hours a week towards the work of the Operations Assistant at a rate of \$12.32 per hour.
- oversee operation of The Upper Room Coffee House as part of the Timothy Center Initiative
- help coordinate Dare Ministries events, including but not limited to: youth conferences, fundraising, etc
- support the Media Officer in developing and implementing a social media plan
- support the Chief Operations Officer with other logistical administrative tasks
- be responsible for their own personal growth, both spiritually and professionally, as they grow and develop in their role as Operations Assistant

## Responsibilities:

- Timothy Center Initiative
  - Oversee scheduling of volunteers for The Upper Room Coffee House
  - Keeping inventory and stocking the displays of drinks, food, etc.
  - Cleanliness of The Upper Room Coffee House
- Event coordination
  - Assisting in planning, executing, and following up with third party vendors
- Admin Assistant
  - Support office needs: mailings, errands, special projects, etc.
- Personal Development
  - Continually seek to grow in Christlikeness
  - Continually seek to grow in personal skills for ministry through training and hands-on experience