



## THE ORCHARD

- Job Title:** Women's Ministries Coordinator – Arlington Heights  
Part Time (15 - 20 hours per week) - Nonexempt – Ministerial
- Reports To:** Director of Women's Ministries – Arlington Heights
- Purpose:** The purpose of this position is to work closely with the Director of Women's Ministries – Arlington Heights to provide coordination and administrative support to the areas of women's discipleship, pastoral care, and events in alignment with the campus strategic objectives.

### Responsibilities:

- Providing coordination and administrative support for ministries to women, which include LIFE Groups, LIFE Group Electives, and other discipleship initiatives. This may include assisting with the promotion of groups/electives, connecting women to groups/electives, tracking participation and various details of women's groups/electives.
- Assisting with the coordination and administrative support for proactive and reactive pastoral care ministries to women. This may include scheduling pastoral care appointments and developing a tracking system of needs, care plans and other administrative details.
- Assisting with the planning, coordination and management of resources (both volunteer and financial) for events related to the growth and discipleship of women.
- Assisting with recruiting, screening, training, and managing volunteers for various roles within Women's Ministries.
- Involvement in other ministerial responsibilities and duties as assigned by the Director of Women's Ministries.

### Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- Three plus years of ministry experience desired.
- Ability to organize, analyze, and execute tasks in a timely manner.
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, members, and volunteers.
- Demonstrate professionalism through appearance, attitude, and personal interactions.
- Self-motivated and able to initiate projects and work independently.
- Computer literate in order to complete necessary tasks within various software applications.
- Positive and supportive attitude.

**Salary Range: \$20 - \$23 per hour based on skills and experience.**  
**To apply for this position, please send your resume along with a cover letter to**  
[employment@theorchard.church](mailto:employment@theorchard.church)