

Gilmer Christian Learning Center Position Description

Job Title: Ministry Assistant

Location: Gilmer Christian Learning Center (Clear Creek Campus)

Position Type: Full-Time

Reports To: Executive Director

Position Summary:

The Ministry Assistant plays a vital role in the daily operations, events, and outreach of the Middle School CLC and advancing the overall mission of the Gilmer CLC, to share the hope of Jesus with students. This position is perfect for someone who loves Jesus and students, is highly organized, and thrives in a dynamic, relational ministry setting.

Key Responsibilities:

- Oversee daily operations at the middle school CLC campus.
- Provide administrative and operational support to the Executive Director and staff
- Assist with scheduling, database management, event prep, and classroom organization.
- Coordinate and communicate with students, parents, school partners, and volunteers.
- Support classroom/building preparation and cleanup, including materials management, organization and hospitality.
- Assist with planning, coordinating, and executing ministry events and student programs
- Lead coordination of the annual 5K fundraiser.
- Assist with the annual fundraising banquet, with a focus on student organization and participation.
- Supports other events and ministry initiatives throughout the year as needed.
- Build relationships with students and staff, fostering a welcoming and Christ-centered environment.
- Manage and maintain the organization's database; data entry and reporting; student information and forms.
- Communication tasks such as newsletter, social media updates, and donor correspondence.
- Transport students to and from the CLC to Clear Creek Middle School (15 passenger van).
- Inventory of items at Middle School CLC. Including selling snacks, snack profit and loss, snack money, etc.

- Carry out tasks assigned by the Executive Director to support the mission of the CLC.

Qualifications:

Personal:

- A growing, personal relationship with Jesus Christ.
- Passion for ministry, especially middle school and high school students.
- Agree with the Gilmer Christian Learning Center Beliefs
www.gilmerclc.org/our-beliefs/
- Ability to maintain confidentiality and demonstrate integrity in all situations
- Is in good standing with the Gilmer County School System
- Is a member of a local church.
- Must pass a Gilmer CLC detailed background check.
- Must have a clean driver's license.
- Must be able to drive/ the CLC van daily.

Experience:

- Reliable and self-driven.
- Strong communication and planning skills.
- Proficiency with office software (Microsoft Office, Google Workspace)
- Ability to ensure safety, security, and CLC policy and protocols.
- Adaptable and collaborative, with strong multitasking skills and attention to detail.

Working Conditions:

- Mix of office tasks, student interactions, often driving/riding in the CLC van.
- Works daily with the 6th-8th grade students at the middle school (Clear Creek) CLC; occasional time at the high school CLC campus.
- Regular interactions with students, parents, school staff, donors, churches, and community members.
- Schedule follows the Gilmer County School Calendar, with additional hours for CLC events, board meetings, special projects, and church presentations.

To Apply:

Please send your resume, personal Christian testimony, and pastoral recommendation letter to Jennifer Colson: jennifer@gilmerclc.org