DISCOVERY CHURCH

JOBDESCRIPTION

JOB TITLE: Women's Ministry Administrator | Global & Sand Lake
MINISTRY: Women's Ministry
REPORTS TO: Director of Operations
STATUS: Full-Time Hourly Position

SUMMARY OF CONTRIBUTION

The Women's Ministry Administrator | Global & Sand Lake provides administrative, organizational, and relational support to keep Women's Ministry running smoothly at the Sand Lake Campus and across Global Women's Ministry initiatives. This proactive, detail-oriented role manages systems, communication, resources, and event logistics; anticipates needs and deadlines; and creates practical processes that help women, leaders, and volunteers thrive.

PRIMARY RESPONSIBILITIES

ADMINISTRATIVE SYSTEMS & PLANNING

- Maintain Planning Center (PCO), Wrike, Ramp, calendars, registrations, rosters, and ministry records.
- Track requests, approvals, deadlines, and Connection Weekend details; keep the Women's Pastor informed.
- Build and improve checklists, workflows, and systems; keep information accurate as plans change.
- Use Word, Excel, Outlook, and PowerPoint to create documents, spreadsheets, forms, and tracking tools.

COMMUNICATION & COLLABORATION

- Draft, schedule, and send ministry communications, including Mailchimp newsletters, emails, texts, forms, and announcements.
- Coordinate with ministry leaders and church departments, including Communications, Facilities, Technology, Finance, and Family Ministry.
- Follow up on outstanding needs and help ensure ministry plans are clearly communicated and carried out.

WOMEN'S MINISTRY & MENTOR SUPPORT

- Serve as a welcoming point of contact for women, coordinators, and volunteers.
- Provide administrative support for the Mentor Program, including records, matching, onboarding, communication, and follow-up.
- Help leaders prepare with rosters, curriculum, nametags, supplies, reimbursements, and other resources.

EVENTS & GLOBAL MINISTRY

- Help plan and execute groups, trainings, retreats, Connection Weekend, Mom2Mom, Single Moms, Summer Sisters, appreciation events, and other gatherings.
- Coordinate registration, communication, supplies, setup, timelines, and post-event follow-up.
- Provide administrative and logistical support for Global Women's Ministry initiatives and cross-campus projects.
- Be present in person for ministry events, groups, trainings, and key moments as needed.

INVENTORY & RESOURCE MANAGEMENT

- Maintain an organized inventory of curriculum, supplies, décor, equipment, hospitality items, and event materials.
- Keep the Women's Ministry storage pod and library organized, labeled, and easy to use.
- Track items purchased, used, borrowed, or relocated; monitor stock and help avoid unnecessary purchases.

OTHER DUTIES

- Anticipate needs, manage multiple priorities, solve problems, and take ownership without waiting for every next step.
- Protect confidential information and handle sensitive matters appropriately.
- Perform additional tasks as assigned that support Discovery Church's mission and Women's Ministry goals.

EXPERIENCE & SKILLS REQUIRED

ORGANIZATION & SYSTEMS

- Highly organized and detail-oriented, with the ability to manage multiple projects, deadlines, and changing details.
- Proactive self-starter who anticipates needs, follows through, and brings solutions before issues grow.
- Able to create and improve systems and processes, not simply maintain existing ones.
- Comfortable learning technology and navigating ministry platforms; strong working knowledge of Microsoft Word, Excel, Outlook, and PowerPoint.

COMMUNICATION & RELATIONSHIPS

- Communicates clearly, warmly, and professionally in writing and in person.
- Enjoys supporting people and helping leaders and volunteers succeed.
- Able to work independently while staying closely connected to the Women's Pastor and ministry team.

MINISTRY SUPPORT & FLEXIBILITY

- Flexible and willing to jump in where needed to support ministry priorities.
- Able to work on-site and be consistently present for groups, events, trainings, and other ministry needs.
- Maintains confidentiality and handles sensitive information with discretion.
- Balances administrative excellence with a genuine heart for people and ministry.

WHAT SUCCESS LOOKS LIKE

- Ministry systems and records are accurate and up to date.
- Deadlines, communication, and follow-up are handled without details falling through the cracks.
- Leaders and volunteers have the information, supplies, and support they need.
- The Administrator looks ahead, solves problems, and creates order that helps women experience connection, discipleship, and care.