



INDEPENDENT  
PRESBYTERIAN CHURCH

## Community Ministries Assistant

Reports to: Director of Community Ministries and Outreach

Status: Full Time, Non-Exempt

To apply, please send a cover letter, resume, and three references with contact information to Melissa Self Patrick at [mpatrick@ipc-usa.org](mailto:mpatrick@ipc-usa.org).

### About This Role

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**Community Ministries and Outreach:** The Assistant for Community Ministries provides administrative and program support to all of the Community Ministries of IPC, managing IPC Food Pantry/Blessing Boxes/Weekend Buddy Bags, all department scheduling, communications, publicity, correspondence, database management, and volunteer management and support. The Community Ministries department includes the following subcommittees: The Children's Fresh Air Farm, Hunger & Food Insecurity, Homelessness and Housing, Family Stability and Opportunity, Global Missions, and the Earth Care Team. It also includes Highland Park Neighborhood Outreach.

**Technology:** Performs a variety of media and technical support services as needed.

### Primary Responsibilities and Tasks

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1. Greet visitors to Community Ministries (CM) and assist those seeking assistance, or direct those seeking other ministries of the church to find their way. Treat all of our visitors with compassion, equal respect, and dignity.
2. Provide administrative support to IPC's entire CM ministry, to help insure overall well-coordinated Community Ministries, including administrative support to the Director of Community Ministries, the Coordinator of IPC Social Services, and the CM Sub-Committees.
3. Prepare monthly, quarterly, and annual Financial Reports for IPC Social Services, including account reconciliation in consultation with the Director of Community Ministries, Coordinator of IPC Social Services, and Director of Finance for IPC.
4. Manage communications for Community Ministries programs, including regularly reviewing the church website to ensure that all CM content is updated and current, assisting with the promotion of CM events in IPC communications on social media and in print publications.
5. Provide administrative support for special events, such as Crop Drop, within CM or hosted by CM in the community, including invitations, publicity, registrations, room, childcare, food and vehicle requests, necessary forms, and logistics. Ensure all CM events are listed on IPC's master calendar to avoid schedule conflicts within CM and with other IPC ministries.
6. Provide administrative and logistical support for the IPC Global Missions teams in preparation of mission journeys, internationally and statewide.
7. Keep a shared drive of content for the CM ministries well organized, regularly updated, and available for all CM staff, including updated ministry team rosters, and working documents within CM such as

- charters, agendas, action items, and minutes for the Community Ministries Team meetings and Children's Fresh Air Farm and other Subcommittee meetings as requested.
8. Send acknowledgements for all donations to Community Ministries, IPC Social Services, including memorials, honoraria, and regular donations.
  9. Provide donation letters for in-kind donations of food, hygiene items, or other CM supplies, as requested by donors.
  10. Update weekly voicemail messages on CM Food Phone Line to share Mobile Market locations.
  11. Provide support and communication for all CM volunteers serving programs including The Children's Fresh Air Farm, First Light, the Food Pantry/Blessing Boxes/Weekend Buddy Bags, Habitat for Humanity, and other volunteer opportunities as requested by Community Ministries staff and leadership to include emails, phone calls, text messages, etc. to keep volunteers apprised of opportunities and needs. Maintain data for each volunteer opportunity and prepare monthly and annual volunteer reports.

## **Education, Experience, and Personal Characteristics**

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1. A college degree from an accredited educational institution is required.
2. Desire to serve God, the church, and community by supporting the Community Ministries of IPC.
3. Excellent interpersonal and collaborative skills.
4. An understanding, appreciation of, and ability to work well with diverse populations of people engaging with the Community Ministries office, including those living in poverty, unhoused/homeless, a variety of racial/ethnic backgrounds, educational levels, and abilities. Treat each person with respect and compassion.
5. Ability to communicate and coordinate with IPC community volunteers and leaders.
6. Ability to multitask and prioritize daily workload. Strong planning and time management skills.
7. Excellent computer, website, publishing, database (including Shelby Next), and social media skills, and proficiency with Microsoft Office, PowerPoint and Adobe, general working knowledge of QuickBooks, and a commitment to keep current with technology.
8. Possess a high regard for and ability to maintain confidentiality regarding data of all kinds and other related information of IPC Social Services recipients and community partners and service providers.

## **Your Team**

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This person reports to the Director of Community Ministries and Outreach and interacts with the Coordinator of IPC Social Services, any other supporting Community Ministries staff, and all volunteers and members of the IPC congregation and the wider community.

## **Physical Demands and other information**

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Provide physical demands such as the following and other information as provided

- Able to walk through the facilities of the Church, Highland Hall and Site Visits at other organizations.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work occasional weekends when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, as well as reference check.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.

Note: Title and job description are subject to change.

## **About Independent Presbyterian Church**

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Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at [ipc-usa.org](http://ipc-usa.org).

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