



## **NYSUM** **Ministry Services Assistant** **Job Description**

Full Time (40 hours per week)

The purpose of this ministry position is to serve NYSUM and Department Directors in all aspects of administrative work and outreaches.

### **I. General Responsibilities**

1. Assist the Ministry Services Department with Data Entry
2. Answering the Phone@ front desk and manning the front desk and whatever needs Ministry Service Department Director has need of
3. Handling guests related requests after hours
4. Conducts orientations and debriefs
5. Conduct ministry preparation classes
6. Participate in Airport pickups and drop offs of visiting teams

### **II. Outreach Leader**

1. Has the opportunity to train hundreds of NYSUM teams and short term missionaries in "hands-on" inner city ministry in NYC but not limited to:
  - Open Air Street Meetings, Block Parties, City Festivals, Soup Kitchens, Food Truck, Compassion Ministry
  - Late Night Homeless Out-reaches, Inner City Church Meetings & so much more
2. Work with inner city pastors, churches and ministries throughout the Greater Metro Area of NYC
3. Capture video footage of these multi-ethnic inner city ministry partners for promotional purposes

### **Priorities and Parameters**

1. Must have a valid driver's license—Able to drive a 15 passenger van
2. Mature & Stable Christian with a heart to serve others -Hard worker that is energetic and passionate about ministry
3. Lives on the NYSUM Campus

### **V. Typical Schedule**

4. Mon.-Fri. 8am-4pm, 9am-5pm, 10am--6pm; Tues.-Sat. same alternate shifts as letter "A"

### **VI. Benefit Package**

- A. Housing and Meals- Provided on the NYSUM Campus

### **VII. Salary:TBD**

**Interviews with Debora Fahasovana, Ministry Services Office**

**NYSUM 31-10 4J<sup>th</sup> St., UC, NY 11103, 718-204-6471 x211 [www.nysum.org](http://www.nysum.org), Fax: 718-204-6998**

**Down Load Applications & email to both: [debora@nysum.org](mailto:debora@nysum.org) or [MinistryServicesDir@nysum.org](mailto:MinistryServicesDir@nysum.org)**