



Reaching Children through Christian Camping in India and Asia

Ministry Opportunity: MINISTRY ASSISTANT - MARKETING Updated: March 2024

Summary

The Ministry Assistant is a critical function within our missions' U.S. Headquarters – supporting the local office needs of LCMI's small leadership team in Denver, PA while also impacting our global outreach through effective communication and marketing of our vision to reach the children of India and Asia with God's word, through Christian Camping, leading to a personal relationship with Jesus Christ. As a key team member within our small team, and a rapidly growing ministry (over 10,000 children reached in 2023), this role will touch on nearly every domestic and international aspect which helps children and their families see, know and experience Jesus Christ in a personal way.

Key Responsibilities

- 1) Build and deliver the social media and other marketing campaigns, to inform, recruit, advertise and help in increasing the awareness of the ministry. This includes assisting in writing website content, maintaining website and coordination with external web master and hosting company.
- 2) Develop marketing and other communications materials (newsletters, appeals, flyers, etc.).
- 3) Assists in logistical and service activities related to ministry operations in the office.
- 4) Provides office administrative support including reception; office/calendar management; taking minutes; scanning/copying, filing/office files and managing office supplies.

Key Success Factors:

- **Technical Expertise** – one year in a specialist administrative role with appropriate knowledge in social media/marketing principles and technology and proficiency with Microsoft Office tools.
- **Collaboration** – should be willing to receive instruction, correction, and willingness to collaborate with other team members.
- **Interpersonal Strengths** – represents the ministry professionally in every manner and with every interaction; fully respecting this ministry's unique needs for confidentiality and cultural sensitivity.

- **Engagement** – make every effort to be present, engage with the rest of the team in the office to fellowship and strengthen inter-personnel relationships in a professional manner.
- **Servant Mindset** – serve with a heart of humility and service to others whether team members, volunteers, and external stakeholders.
- **Missions Mindset** – demonstrating love in action as Christ has done; maintaining good stewardship of resources and people and displaying personal faith and enthusiastic commitment to the ministry.
- **Creativity** – ability to apply technical expertise and background in creative approaches to marketing/ social media opportunities, general issue resolution and brainstorming with the team.
- **Detailed focus** – maintaining integrity in the details with accuracy, whether financial/budget related, outcomes and reporting, regulations, and governance, etc.
- **Flexibility** – willingness to operate in a small team with many shared responsibilities and dedication to finish the job which may require flexibility in working hours/schedule for critical deliverables.

Physical Conditions

This position requires occasional standing, walking, and the ability to lift 5 to 10 lbs., occasional reaching overhead, and the ability to see clearly. Position also requires frequent use of fingers, use of both hands, speaking clearly, and hearing.

Other Details

Presently the remuneration is set at \$16 per hour. This is a part-time ministry opportunity with 10-15 hours per week. This opportunity is preferably an in-person position, and if needed could be considered a hybrid position. Call for more details.