

First Methodist Mansfield

Love God, Love Others, Serve the World

Special Needs Assistant Director

- Full-time salaried position
- Reports to Director of Special Needs

Staff Purpose: The Special Needs Coordinator seeks to support the Special Needs Director in providing programs and ministries for people of all ages with Special Needs and their families.

Job Overview: Support the Special Needs Director on all efforts in order to provide a quality program and ministry for Special Needs families. Develop relationships with program participants and families, program volunteers, and other FMCM staff. Under the guidance of the Special Needs Director, facilitate programs where participants feel safe and loved as children of God. Provide administrative support for the program and ministry.

Responsibilities and Duties: (include but not limited to:)

- Support Director with administrative and organizational tasks
- Execute programs for children, students, and adults. I.e. Respite, Stepping Stone, Saturday Night Bible Study.
- Develop relationships and trust with families.
- Create environments that make everyone feel like they belong.
- Work closely with the compliance department to make sure all volunteers have completed the compliance process.
- Track engagement of individuals and families to help involve them in the church and move them along the discipleship path.
- Support Director in planning and executing large community outreach events
- Support Director with recruiting, training and equipping volunteers
- Track budget expenses and attendance for ministry programs

Preferred Qualifications:

- Strong administrative and organizational skills
- Previous work with special needs community
- Strong relational skills
- Ability to work with a variety of people
- A heart and passion for serving
- Ability to use and learn church database, computer programs and email programs that help with program management

Benefits:

- Paid Time Off (detailed in Employee Handbook)
- Major medical coverage for the employee.

All staff will adhere to the principles of confidentiality concerning the business of this ministry.