



Job Title: Ministry Administrator
Status: Part-Time, 20-25 hours per week, Non-Exempt
Date Updated: May 9, 2025

Job Description

The critical role of the Ministry Administrator is to recruit and manage teams of volunteers and coordinate ministry activities along with providing ministry administrative support. This role is responsible for providing administrative support to the ministry and ensuring deadlines are met while supporting the various ministries offered through Rebirth Homes. This role is 90% administrative and 10% non-administrative. To apply, please submit your resume, cover letter and testimony of faith to info@rebirthhomes.com

Job duties include, but are not limited to:

Education (Awareness)

- Develop and manage an annual training calendar for Rebirth Homes' Curriculum
- Engage volunteers in training by having them assist with and conduct training
- Keep a running list of potential training areas that are needed so curriculum can be developed long-term

Administrative

- Assisting with budgeting as needed
- Assist with bookkeeping aspects of the ministry including paying bills and recording donations and expenses
- Maintaining grant reporting and grant calendar
- Assist with managing databases
- Assist with event planning for fundraisers and other events as needed

Marketing

- Assist with the newsletter and social media
- Manage deadlines for marketing materials

Volunteer/Event Management

- Oversee Volunteer Program and ensure volunteers are communicated with and followed up with
- Provide leadership to the Volunteer Coordinator (volunteer role)
- Plan volunteer appreciation events
- Develop and Maintain volunteer engagement plan
- Assist with ministry events

Triage Ministry

- Respond to intake calls by answering them in a timely manner
- Refer Victim to Survivor Program potential participants to Program Manager or other staff within 1 business day
- Provide resources to people who contact Rebirth Homes, as needed

Follow up

- Respond to personal emails, phone calls and other inquiries within 1 business day. For intakes, respond within 1 business day.

Other duties as assigned

This role provides leadership to volunteers and other staff who serve in the areas outlined in the job description

Qualifications/Experience

The ideal candidate will have the following experience/skills:

- Proven record of excellent organizational skills and the ability to maintain processes
- Must have experience managing multiple deadlines
- Strong ability to listen and validate
- Previous Ministry Experience (paid)
- Able to resolve conflict well
- Previous volunteer experience with Rebirth Homes or another anti-human trafficking organization is a plus.
- Bachelor's degree preferred

Requirements

- Valid CA Driver's License

- Proof of insurance/clean DMV record

Physical Requirements

This role requires lifting and moving of up to 50 lbs. The work environment has household noises such as TV, music and other noises.

Signed:

_____	_____	_____
Name (Printed)	Signature	Date

_____	_____	_____
Supervisor Name (Printed)	Signature	Date