



## ***For the Nations DC Job Description:***

### **Daytime English Operations Assistant (Alexandria, Part Time, 12-14 hours)**

**Job Purpose:** The Daytime English Operations Assistant provides operational, logistical, and administrative support for the Daytime English Ministry at our Alexandria campus. You must have patience, flexibility, a servant's heart, a love for the families we serve, and a desire to share the Gospel of Jesus Christ.

**Reports To:** Alexandria Daytime English Site Leaders

**Work Location, Hours, and Compensation:** This position is located at First Baptist Church of Alexandria, 2932 King Street, Alexandria, VA 22302.

This is a part-time position averaging 12-14 hours per week for 40 weeks. Our ministry year runs middle of August - middle of June. There will be a few weeks in late August, early September, and late January that may require additional hours due to student registration. There may be an option for 2-4 additional weeks of supporting summer programming in June and early July.

The primary work hours on-site with students and staff are Tuesdays and Wednesdays from 9 - 12:30, and Thursdays 9 - 2:00 pm. There may be occasional meetings on Thursday afternoons that go until 3pm.

Salary: Hourly rate of \$16-18 per hour, depending on your experience.

#### **Primary Responsibilities**

- Monitor the FTN phone line and info email address
- Schedule student placement tests
- Complete enrollment and attendance verifications for students
- Message students with attendance concerns
- Collect and record payments for classes
- Help site leaders with printing (registration materials, Bible lessons, etc.)
- Answer students questions about English classes/give referrals as needed
- Coordinate the translations of FTN daytime English registration materials
- Keep registration information updated on FTN website
- Send out report requests to staff and volunteers; summarize data for reports
- Provide administrative support for volunteer onboarding, and maintain volunteer data
- Make deposits weekly and update our database with donations
- Participate in staff meetings, trainings, and prayer times

#### **Additional Responsibilities**

- Connect students and their families with local/ community resources as needs arise
- Provide logistical and administrative support for special events
- Depending on experience, occasionally provide help in a childcare classroom or adult English classroom

#### **Required Qualifications**

- Christian in good standing with his/her local gospel-centered church
- Fully support the mission FTNDC
- Affirm FTNDC's statement of faith
- Satisfactory background check
- Excellent communication and interpersonal skills

- Experience working in multicultural communities
- Flexible to changing needs
- Strong administrative, computer, and organizational skills
- Detail-oriented

### **Preferred Qualifications**

- Previous experience working in an operational or administrative support role
- Experience working with mix of paid staff and volunteer workers
- Experience working at nonprofits and/or ministries
- Fluent in two or more languages (especially Arabic, French, Dari, or Pashto)

### **For the Nations DC Mission and Statement of Faith**

All FTNDC staff, volunteers, board members, and partner churches must affirm the following mission statement and statement of faith:

**Mission:** To offer hope and help to immigrant families through quality English instruction while aiding students in cultural navigation and community resource connections. We proclaim the gospel of Jesus Christ as the ultimate hope of healing for the brokenness we all experience.

**Statement of Faith:** “We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten from the Father, God from God, Light from Light, true God from true God, begotten, not made, of the same substance as the Father. Through him all things were made. For us men and for our salvation he came down from heaven: by the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. We believe in one, holy, universal, and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We believe in the resurrection of body, and the life everlasting. Amen.”

**How to Apply:** Complete this [application](#) and send resume and questions to: [katheryn@ftndc.org](mailto:katheryn@ftndc.org)