



Child Evangelism Fellowship® of Omaha

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(402) 342-9272 office@cef.omhcoxmail.com

JOB DESCRIPTION

Title: Part-time Office Manager/Teacher

Reports to: Jackie Weiss, Local Director

Job Purpose Summary: To assist the director with the overall work of CEF® of Omaha, including managing the local office, teaching children the Good News of Jesus Christ through 5-Day Clubs®, Good News Clubs® and other outreaches, training workers and promoting the ministry.

Specific Job Duties:

Clerical:

- Assist with the publication and mailing of quarterly newsletters
- Manage various documents, including monthly stat reports and background checks
- Help with office organization using a variety of software programs
- Assist with plans for different ministry events

Teaching/Training:

- Assist with teacher training workshops
- Teach in the Good News Club program as needed
- Help with the yearly Kidz Explore outreach
- Attend the Christian Youth in Action® camp to assist as needed
- Assist with the 5-Day Clubs program as needed

Leadership:

- Work with the director and local committee to communicate to the Christian community the CEF vision for the evangelization and discipleship of area children
- Work with the director to develop and implement new ministry in the Omaha area
- Attend a monthly Local Committee meeting and an occasional state staff meeting

Minimum Requirements:

Spiritual qualifications: Be born again and have assurance of salvation. Have a good testimony at home and in the community. Be actively involved in a local church. Be doctrinally sound, agreeing with the CEF Statement of Faith. Have a concern for the spiritual needs of children and feel a sense of calling to this ministry.

Experience: Have one year of experience in teaching and working with children in a classroom or local church. Have six months of experience working in an office using correspondence, computer and phone skills.

Training: Have completed or be willing to complete CEF's Teaching Children Effectively Level 1. (*Note: This is a 30-hour course which will be offered in Omaha during the coming year or may be taken online.*) Those without TCE 1 certification should expect to take ongoing training from CEF.

Skills/Abilities: Function as a team player who participates well in a group. Be able to communicate well, both orally in front of groups and in written work. Demonstrate organizational skills. Should strive to present a professional demeanor with a positive outlook, and represent the ministry well to the community.

Notice: *We are looking for someone who can commit to holding the position for at least one year. We do reserve the right to terminate an employee with adequate notice upon unsatisfactory review by the director and local committee.*