

Assistant to Director of Women Business Leaders

Are you passionate about supporting Christian women in the workplace and making a meaningful gospel-centered impact? We are seeking a ministry-minded, organized individual to join our team as the Assistant to the Director of Women Business Leaders. This is an exciting opportunity to play a pivotal part in gospel proclamation, fostering spiritual growth and vibrant community among working women in Birmingham.

The Assistant to Director of Women Business leaders serves as a liaison to WBL small groups, provides event planning, social media execution and grant research and proposal writing. This role combines inward administrative tasks with outward ministry to women.

Key Responsibilities:

- **Office Administration:** Provide support to help ensure excellent contact management of women engaged in the ministry to help enhance their spiritual growth and overall experience. Includes database management, graphic design execution along with strong writing skills.
- **Point of Contact:** Serve as a liaison for small groups within the Women Business Leaders (WBL) network, facilitating effective discipleship and engagement along with being able to lead a small group as needed.
- **Event Planning:** Help organize and coordinate gospel-centered events that also nourish, encourage, and connect working women.
- **Social Media Execution:** Manage and execute social media strategies to amplify our presence and engage women as we promote events and initiatives.
- **Grant Research and Proposal Writing:** Conduct research to identify grant opportunities and assist in writing compelling proposals to secure funding for WBL programs and projects.

Qualifications:

- Ministry and business experience preferred with strong administrative gifting, experience in leading small groups and event planning skills.
- Strong organizational and multitasking skills with keen attention to detail.
- Excellent communication and interpersonal skills.
- Proficiency in social media platforms and content creation.
- Experience in grant research and proposal writing is a plus.

To Apply: Send your resume and a cover letter detailing your relevant experience Sharon Head at sharon@wblbirmingham.org.