



Student Ministries Administrative Assistant PART-TIME Job Description

General Description: This Administrative Assistant must be an individual who is committed to reflecting the Lord Jesus Christ in attitude and action. This position reports to the Pastor of Student Ministries and Office Manager, and is responsible for primarily administrative and organizational tasks. This role provides support specifically in the areas of communication, databases, weekly program execution, maintaining finances within budget and event planning for the ministries. This person also provides assistance to the Office Manager and other staff as needed.

Personal Expectations:

- Has a vibrant personal walk with Jesus Christ through daily time in the Word, prayer, memorizing Scripture, and personal worship.
- Is not mastered by any worldly addiction or habit that would compromise leadership ability or influence (1 Corinthians 6:12).
- Has a solid relationship with spouse and children, if married (1 Timothy 3).
- Works best in a team-based philosophy of ministry (1 Corinthians 12 & 14).
- Is self-motivated and works well in low supervised situations.
- Has the ability to get along well with people.

Knowledge/Skills/Abilities:

- Knowledge of Microsoft Suite (Word, Excel, Publisher), Google applications, and WordPress.
- Organizational and time management skills.
- Excellent customer service skills.
- Ability to communicate effectively in person, on the telephone and in email.
- Ability to receive, understand and carry out detailed instructions.
- Ability to coordinate multiple activities with varying time frames and deadlines.
- Excellence in areas such as returning phone calls, personal appearance, punctuality, follow-through and ability to handle sensitive/confidential information.

Job Expectations:

General Description: To assist the Student Ministries Pastor with the Junior and Senior High Ministry and Young Adult Ministry (Y.A.M.) in the administrative duties and communication needs between students, parents, volunteer ministry leaders, staff members, church office, church body, and to the general public.

Specific Duties:

- Provides administrative support for student ministries and interfaces with other ministry leaders as needed or directed.
- Maintains database of student and parent contact information.
- Maintains database of student attendance.
- Coordinates 'on-ramp' process for new volunteer ministry leaders and maintains database of leader contact information.
- Prepares leadership meetings/training sessions.
- Maintains Ministry Manuals.
- Coordinates varied communications within student ministries, such as mailings, email, phone calling, text messages, publicity, and social media.
- Responsible for answering, filtering, and responding to phone calls and emails that are student ministry related.
- Organizes and maintains departmental paperwork, records, and files for all functions.
- Assists in planning and executing all student ministry events—information, scheduling, registration, promotion, office communication, finances and all trip details (transportation, food, activities, speakers, accommodations and volunteer support).
- Attends student ministry events as needed.
- Initiates and edits all promotional material (with Graphic Designer) as needed for student ministries,(i.e., website, flyers, posters, etc.).
- Communicates facility needs and calendar events to Facility Coordinator.
- Tracks all student ministry and Student Ministries Pastor finances. Works with Bookkeeper to ensure finances are within budget.
- Creates and keeps inventory of all student ministry supplies. Organizes supplies in appointed storage areas.
- Maintains records/files of past ministry years.
- Creates blurbs for any upcoming student ministry event while meeting weekly deadline for the church bulletin.
- Serves as liaison between student ministries department and other church departments to ensure manageable flow of work and communications.
- Maintains website pages for student ministries.

Additional Duties:

- Handles receptionist duties (answering phones, greeting people, etc.) as needed.
- May provide backup to Office Manager or other Admin when on vacation or out of the office.

Qualifications:

- **Education:** A Bachelors Degree is preferred or equivalent work experience.
- **Experience:** Minimum of two years of experience as an administrative assistant preferably in a ministry oriented environment; familiarity with office procedures and protocols.

Additional Information:

- Part-time position: 20 hours per week.
- Office Hours: To be arranged with the Office Manager and Student Ministries Pastor.
- Employed by the Elder Board, Supervised by Student Ministries Pastor and Office Manager.
- Salary: Hourly wage TBD (dependent upon skills and experience).
- Paid Vacation: Refer to Employee Handbook.
- Regular meetings with Student Ministries Pastor, Office Manager; bi-monthly staff meetings, and attendance at Sunday service.

Support: We believe that support is a two way street, therefore...

Our Congregation and leaders will:

- Pray for you and your family.
- Provide encouragement and love to you, your family, and your team members.
- Provide needed resources.
- Provide needed training.
- Provide opportunities for personal spiritual growth.
- Provide adequate salary and benefits.
- Maintain a safe, clean facility.
- Communicate regularly through various means.

You agree to:

- Spend time with congregational members.
- Be on time to work, to church services and meetings.
- Attend to your spiritual needs.
- Attend training when possible to expand your own skills and abilities.
- Work on developing the skills of others.