

MINISTRY DESCRIPTION

POSITION: Administrative Assistant for Student Ministry (Birth-College) (FT/Non-Exempt)

REPORTS TO: Director of Children's Ministry

MINISTRY OVERVIEW: To be an integral part of the Student Ministry Team by providing administrative support for all programs and ministries of Children's, Youth, and College Ministry.

RESPONSIBILITIES:

1. Provide secretarial and administrative support for the Children's, Youth, and College ministries.
2. Inventory, restock, and maintain Sunday school supply closet and Youth supply closet. Regularly check supplies, cleaning and reordering as needed.
3. Keep accurate attendance lists: Distribute and collect all Sunday school attendance sheets for Children's, Youth, and College classes, maintain and update welcome packets for new visitors, input new families into ACS, send note cards, notify Directors of moves, changes in family status, or pastoral care needs.
4. Maintain lists of Sunday school teachers and youth and college leaders including up-to-date background checks and child protection policy paperwork for all volunteers and staff of Family and Student Ministry.
5. Maintain up-to-date e-mail distribution lists of all students and their families.
6. Create graphics, signs, postcards, e-mail blasts, and all other publicity materials as requested by Directors and staff of Children's, Youth, and College Ministries, including webpage material and updates to Facebook and/or other social media.
7. Submit room scheduling request forms at the start of every program year and for special events in children, youth, and college ministries.
8. Receive and maintain all registrations and forms for special events (VBS, workshops, annual release forms, youth and college retreats/trips).
9. Send out weekly and monthly reminder e-mails for all events and programs: E-blasts, teacher reminders, Bible Studies, parent pages, and all committee meetings.
10. Organize monthly birthday cards to children, youth, and college students, run address labels, give to directors to sign, stuff and mail.
11. Oversee the administration of Confirmation class, its curriculum and activities, including the confirmation retreat registrations and van reservations, as well as the Confirmation Banquet invitations, reservations, set-up, pictures, gifts.
12. Maintain photo files for children, youth, and college ministries.
13. Attend monthly Children's, Youth, and College Committee meetings. Send out agendas before meetings. Take minutes at meetings. Forward minutes to the Session.
14. Attend all Children's, Youth, and College team meetings as requested.
15. Effectively prioritize daily, weekly and monthly tasks in an efficient and timely manner.
16. Other administrative tasks as requested: make copies, send out correspondence/updates, in-house curriculum revisions, training notebooks, etc.
17. Assist in program implementation as needed and requested.

DESIRED QUALIFICATIONS:

1. A personal relationship with Jesus Christ and his church.
2. Education: High School diploma and some college or equivalent experience in a related field.
3. Work Experience: Three or more years of office experience.
4. Well developed Computer Skills: Experience and competence with MS Word, Outlook, Excel, and Publisher. PageMaker, Adobe Photoshop, graphic design and database software experience a plus.

5. Excellent organizational, administrative and communication skills.
6. The ability to receive, summarize, and act upon instructions from multiple people daily. A teachable, caring, and compassionate spirit with a high degree of integrity, responsibility and confidentiality. Able to graciously interact with and respond to church members and others in a personable and professional way.
7. Desire to be a part of a team.

Full time position – 37 ½ hours/week