



Job Description and Qualifications

Job Title:	Administrative Assistant – Student Ministries
Department:	Student Ministries
Incumbent:	Open
Position Status:	Part-time (10-15 hours per week)
Classification:	Non-exempt, not eligible for overtime
Reports To:	Director of Student Ministries
Supervises:	None
Date:	February 1, 2016

Purpose

Provide administrative support and project management services for the Student Ministries Department (Middle and High School).

Primary Duties

- Support the student ministries department with scheduling, word processing, phones, database entry, communication materials.
- Process invoices and other finance information for the department.
- Coordinate administrative aspects of camps, retreats and mission trips.
- Update Youth websites as needed with current information.
- Primary coordinator for the high school Mexico mission trip.
- Work with appropriate staff and volunteers in carrying out projects as directed by the Directors.
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Knowledge/Skills

- Growing personal commitment to Jesus Christ, the body of Christ and God's work in the world.
- Ability to work as part of a team, plan and think ahead, follow-up, take initiative and anticipate needs of other department members and the ministry.
- Previous office experience, with skills with word processing, spreadsheets and databases.
- Project management skills: flexibility, ability to lead others, prioritize, delegate, follow-through and report back to staff and volunteers.
- Ability and desire to work effectively with youth, exhibiting creativity, understanding and patience.
- Excellent communication skills (verbal and written) with staff, volunteers, parents and students.
- Ability to handle multiple tasks with changing priorities in a fast-past environment.

Education/Training

- High school graduate or equivalent
 - Previous office/administrative experience preferred
 - Experience working with/ministering to youth preferred.
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