



Department	Student Ministries
Job Title	Ministry Assistant
Name	
Reports to:	Blake Plympton, Student Ministries Director

Department Description / Purpose

The Student Ministries Admin will support the Student Ministries Director/Pastor in all administrative duties and programming responsibilities to allow a smooth, effective, and impactful ministry for students, leaders, and parents.

Qualifications

- H.S. diploma or GED equivalent
- Able to work well with other ministry areas, students, volunteers, and families within the church
- Possess good interpersonal skills, has a positive attitude, maintains a positive environment in a busy ministry, and must be flexible and teachable
- Competent with basic office skills; operate standard office equipment such as PCs, printers, copiers, and phone system
- Office management - Ability in organizing events, processing payments, and creating reports
- Efficient in time management, organization, and prioritizing workload
- Able to maintain a flexible schedule for events and programs as needed
- Adapt to an ever changing work environment and atmosphere
- Consolidate ideas, notes, and processes with an attention to detail and maintain an organized workspace
- Self-motivate to learn new skills, techniques, and abilities to work effectively and with excellence
- Computer skills required: Google email and calendar, Microsoft Office Suite, and database entry software
- Related Job experience- previous employment as an assistant, at a church, or in a ministry is preferred

Duties and Responsibilities

Communication and Organization

- Provide ministry assistance to the Student Ministries Director, including but not limited to: scheduling appointments, answering phones, and responding to emails in a timely manner
- Contact volunteers, parents, and students as necessary to keep them informed via emails, phone calls, texts, and social media posts.
- Keep Fellowship One database current, including but not limited to: new student entry, edit groups, adjust schedules as circumstances shift and the school year changes
- Run weekly reports to have a better grasp of the impact of the ministry
- Identify and acquire information for events in a timely manner and evaluate reports prior the events
- Create templates or systems to organize and track programs and events to achieve high excellence and efficiency
- Create and process purchase orders, check requisitions, expense reports, and other financial forms
- Schedule and prepare Planning Center for any programs or events that require it

Event Planning:

- Schedule church facility reservations for both on and off campus events as well as reserving any additional resources (vans, tables, chairs, etc.)
- Track and report budgets giving data of both the estimated and actual cost of any event.
- Provide event web links for quick, accurate, and efficient registration process.
- Create, process, and publish digital and print media for Student Ministries.
- Coordinate with ministry assistants, tech, and other ministry teams as needed for upcoming events



- Proactive mindset and deadline focused.
- Run reports after events for accurate record keeping and data analysis.
- Attend parent, leader, and other meetings as needed.
- Assist with check-ins for larger events as needed to let the check in procedure be as smooth as possible.

Interface Requirements

Ongoing conversations and collaboration with various departments or individuals will also be required as needed to ensure work responsibilities are completed.

Work schedule

This is a 20 hours per week (maximum) position with responsibilities primarily during the week and on weekends as required. Required to work Wednesday Nights during the program.

Working Conditions

Varied depending upon specific duties; can include outdoor events.

Physical Requirements

- Ability to sit or stand for long periods of time and occasionally required to: walk, climb or balance, stoop, kneel, or crouch
- Ability to see, hear, talk, and have visual acuity.
- Ability to repetitively articulate arms, hands and fingers with precision.
- Occasionally lift /push/carry up to 25 lbs.

Employee Signature: _____ Date: _____

Reviewing Manager Signature: _____ Date: _____