



POSITION

Administrative Assistant | Youth

VISION

Passionate about students and their relationship with Jesus. Remove barriers, create simplicity, anticipate with creativity and support success.

ROLES/RESPONSIBILITIES

Planning:
Organize and manage calendar of events with a rolling 12-month view
Connect:
Meet with youth staff weekly, maintain schedules.
Manage:
Database Management (Church Community Builder)
Web: Update and maintain website, calendars, communication tools and the like
Communication:
emails, promotional pieces, marketing, Planning Center
Budget:
Help to maximize

ACTIONS & ATTRIBUTES

Contagious faith in Jesus Christ; grounded in scripture
Lead: self, committed volunteers
Learn: continually, be a self starter
Grow: self
Passion: ministry, mission, people being in community
Present and engaged: meetings, church events, worship experiences
In the community: be involved
Team: contribute, engaged, make it better
Confidentiality: strong ethics
People: serve, build relationships
Solve Problems: ask questions, try new things
Communicate: be responsive, listen, share, be curious
Quality: maximize resources, be efficient, plan well

Details:

Reports to Youth Directors or Youth Pastor

Partners with Office Manager, Finance Manager, Facility Manager

Basic knowledge of internet and social media.

Basic knowledge of Word/Pages, Excel, apps and ministry programs.

Hours: 8-12 per week