



Position Title: Student Ministry Administrative Assistant
Reporting Relationship: Student Ministry Pastor/Director
Exempt Status: Part-time, Non-exempt

Ministry Description:

The Administrative Assistant position is a part-time 15 hour, non-exempt position. This position supports the Student Ministry Director/Pastor. The purpose of the position is to develop an efficient workflow, coordinate and manage ministry, projects, and streamline processes to best serve our congregation. As part of Door Creek Church, the Administrative Assistant must be committed to the beliefs of Door Creek Church.

MAJOR POSITION RESPONSIBILITIES:

- Coordinate and prepare for ministry and special events inside and outside the church
- Manage ministry calendar in conjunction with Church calendar
- Handle registration for ministry programs
- Maintain contact with students and parents
- Take phone calls and inquiries on supported ministries
- Assemble materials (training, meeting, presentation etc.)
- Provide Central Services for Student Ministries (Materials, Graphics, Training)
- Keep Student Ministry Director/Pastor updated with communications to parents and students

EXPECTATIONS:

- Organized, meets deadlines (prior project management/coordination experience required)
- Attention to detail
- Anticipates needs ahead of time
- Good communication – verbal and written
- Uses good judgment at all times
- Ability to handle confidential, sensitive information
- Flexible
- Positive attitude
- Team oriented
- Solid computer skills including web and Office 365
- Creative thinker
- Ability to execute
- Mail processing
- Mass communication (e.g. Web, newsletters, flyers, graphics, social media)

Spiritual Gifts

- Administration/Organization
- Helps

Physical Demands:

- Sitting or standing for long periods
- Lifting up to 20 pounds

Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.