

STUDENT MINISTRY ASSISTANT

JOB DESCRIPTION

Job Title: Student Ministry Assistant
Status: Part-Time Staff (10hr/Week)
Supervisor Title: Student Pastor
Date Prepared/Revised: January 22, 2017

The role of the Student Ministry Admin is to assist the Student Pastor in the weekly execution and leadership of the student ministry by providing a wide variety of administrative, ministry and secretarial support; communicating information on behalf of the Student Pastor to church participants, volunteers, outside organizations, etc.; and overseeing assigned personnel or ministry areas.

Competencies:

- High level of organization
- Ability to manage multiple projects and processes together
- Independent worker
- Initiator
- Fast paced
- High level computer skills (Microsoft Suite, Google Calendar & Docs - Adobe a plus)
- Excellent communicator
- Ability to delegate and lead teams as necessary

Responsibilities:

- WEEKLY
 - Attend meetings with the Student Pastor and follow up on projects and events. Document action steps and filter them to the appropriate people.
 - Assist the Student Pastor in tracking expenses, including turning in receipts and coding them to the proper category.
 - Assist in management of inventory and supply purchasing for student ministry.
 - Assist with processing volunteers and running background checks.
 - Assist with inter-department communications and requests on projects, graphics, and videos.
 - Assist with social media as needed.
 - Manage Planning Center resources (online) and in office administrative tasks.
- EVENTS
 - Summer camp registration and other events.
 - Order/set up catering/food for volunteer trainings, parent meetings and other various events.
 - Communication to parents.
 - Room requests in Planning Center.
 - Calendar management for the team (make sure events do not conflict).

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.

To apply email your resume to ppizzuto@riverscrossing.com