



JOB TITLE: ADMINISTRATIVE ASSISTANT TO YOUTH MINISTRY

REPORTS TO: YOUTH PASTOR

JOB PURPOSE:

The primary focus of this position is to serve the Lord and the body of Grace Covenant Church by providing administrative, organizational, and planning support for the Youth Pastor and Associate Youth Pastor

DUTIES AND RESPONSIBILITIES:

- *Administrative Support*
 - Provide administrative support to the Youth Pastor and Youth Associate
 - Provide coordination and administrative support to all RISE (middle school) and REACH (high school) ministry events, leaders, and volunteers
 - Build and maintain online registrations using Arena database and maintain database information consisting of students, parents, and leaders
 - Maintain the use of spaces on campus and submit room set-up for youth events
 - Assist with management of youth webpage content by keeping the Communications department aware of events, dates and relevant information
 - Reconcile financial expenses made by the Youth Pastor and Youth Associate as well as process payments or reimbursements to vendors and volunteers
 - Process incoming phone calls and mail for the Youth Pastor and Youth Associate
 - Handle written, e-mail, and phone correspondence as needed
 - Order materials and resources for ministry use
 - Run errands related to ministry needs
 - Design, create, and send Youth Connect monthly e- newsletter to parents and students using Constant Contact
 - Assist Youth Pastor and Youth Associate with Sunday morning preparation, including editing and compiling slide and video presentations using ProPresenter and iMovie
 - Occasionally design and create brochures, handouts and other youth ministry materials using Adobe Creative Suite

- *Support Youth Ministry Events*
 - Organize, plan and execute event details from conception to completion for all activities, camps, retreats and mission trips, including event set ups, preparing booklets and materials, communication, marketing and event online registrations
 - Coordinate details related to youth events and parent meetings such as ordering

- food, preparing materials and venue set-up
- Collect fees for youth events such as youth activities, camps and mission trips
- Communicate with parents and students regularly to inform and remind them of youth announcements, upcoming meetings and events by using the website, youth Facebook page and Youth Connect e-newsletter

- *Other Duties as Assigned*

THE IDEAL EMPLOYEE WILL:

- Possess a servant's heart with a personal desire to use gifts and abilities to serve the Lord
- Have integrity, be able to be trusted and maintain confidentiality when necessary; demonstrate consistent Christian character
- Strive for excellence, seeking to do his/her best to the glory of God in each task or responsibility
- Be teachable and have the willingness to grow and improve
- Be detail oriented and well organized with the ability to maintain systems to organize time and resources
- Appraise his/her own strengths, weaknesses and ability to accomplish responsibilities
- Maintain poise, patience, and effectiveness when faced with change, opposition or emergencies
- Seek peace in relationships and apply peacemaking principles to resolve conflicts
- Display a kindness and willingness to help others
- Possess an understanding of typing, filing and general clerical skills
- Have strong written and verbal communication skills

QUALIFICATIONS:

- Personal relationship with Jesus Christ
- Personal desire to use talents, time, and abilities to serve the Lord and His people
- Commitment to the Core Values and Statement of Faith of Grace Covenant Church
- Computer proficiency in Microsoft Office products
- Experience with Adobe Creative Suite (InDesign, Illustrator, Photoshop), Apple Software (ProPresenter, Keynote), Constant Contact and video editing software is preferred
- Database and Planning Center experience is helpful
- Willingness to work evenings and weekends occasionally
- Attend weekend Winter Retreat in January and 5-day Summer Camp in late July each year
- Prior administrative experience

JOB STATUS:

- Full-Time
- Non-exempt