



JOB DESCRIPTION

An Equal Opportunity Employer

JOB TITLE Student Ministry Assistant	LEVEL 9	FLSA Non-Exempt
REPORTS TO Student Pastor, Assistant Minister of Students	DATE WRITTEN 10/8/2017	REASON Update

GENERAL SUMMARY (What is done and why)

Assist the Student Pastor and Assistant Minister of Students with the coordination of the Student Ministry involving students in 7th grade through College.

PRINCIPAL DUTIES & RESPONSIBILITIES (Majority of duties performed, but not meant to be all inclusive nor prevent other duties from being assigned as necessary.)

1. Work 20 hours a week with flexibility of hours to meet the needs of the Student Ministry.
2. Track attendance for all weekly Student Ministry programs and College Sunday School and report them to both the church office and volunteer leaders.
3. Send cards with gift cards to first-time guests and postcards to absentees.
4. Make birthday cards with gift cards for volunteers and students. Give to Student Pastor to sign and then send out.
5. Keep the Student Ministry Outlook Appointment Calendar updated.
6. Work with the Mail Services Coordinator and Graphic Artist to develop, print and distribute youth ministry publications to students, parents, and volunteers.
7. Maintain an active social media presence on behalf of the Student Ministry.
8. Book events on Service U and update them as things arise.
9. Work with the Student Pastor and Assistant Minister of Students to plan, promote, and implement Student Ministry programs, events, and activities.
10. Attend scheduled staff meetings.
11. Accept any other responsibilities assigned by the Student Pastor and Assistant Minister of Students.

KNOWLEDGE, SKILLS & ABILITIES (Minimum education, experience, technical and communication skill levels and licenses/certifications normally required to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Requirements:

- High School Diploma
- Ability to complete tasks accurately, on time, and with excellence
- Adequate organizational, interpersonal, and written communication skills
- Basic computer skills using Microsoft Office Suite 2016

Preferences:

- Some college completed
- Database input
- Experience using social media platforms for promotional purposes

WORKING CONDITIONS (Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Internal: Work is normally performed in a climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

PHYSICAL DEMANDS (The physical effort generally associated with this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee is regularly required to talk and hear. Work involves standing and walking for brief periods of time, but most duties are performed from a seated position. Work may include occasional pushing, pulling, or carrying objects weighing up to 20 pounds such as files, documents, and computer printouts. Work normally requires finger dexterity and eye-hand coordination to operate computer keyboard at a moderate skill level.

WORKING RELATIONSHIPS/CONTACTS (Positions with which incumbent has contact and the reason. Peers are employees with similar authority and decision making responsibilities who may or may not report to the same manager.)

1. Responsible to Senior Pastor as head of the Staff
2. Supervised under the leadership of the Business Administrator
3. Work directly under the supervision of the Student Pastor