



**Position:** Student Ministries Administration Assistant  
**Reports to:** Student Ministries Director  
**Status:** Non-exempt (Part-time hourly)  
**Last Revised:** May, 2020

## Overview

The Student Ministries Administrative Assistant will provide support to the Student Ministries Director, Middle School Coordinator, and Program Coordinator. Primary duties include support in the areas of communications, calendar/scheduling, travel logistics, registrations, documentation, note taking, volunteer coordination, meeting and event preparation.

## Key Responsibilities

- Serves as initial contact of LifePoint Student Ministries
- Provides office systems support with Planning Center to volunteers and small group leaders in Middle school and High school ministries
- Maintains weekly schedule for Student Ministries Director
- Takes notes in meetings and conference calls and develops action item lists
- Facilitates and maintains records of ministry event registrations, releases, waivers, background checks, and any other documentation related to ministry events
- Coordinates travel arrangements for mission trips, conferences, and camps
- Processes credit card statements, receipts, and expense reports for Student Ministries
- Maintains Planning Center database for Student Ministries
- Coordinates events through creation of schedules, name tags, event descriptions, and swag bags
- Assists with all other duties as assigned by Student Ministries Director
- Provides support for trainings and workshops for volunteers and parents
- Assists in the setup and breakdown for all Student Ministry events

## Specific Tasks to Support Supervisor

General office support for Student Ministries. General office support may include:

- General office assistance for ministry such as photocopies, mailing, nametags, registration
- General communications assistance such as website, weekly parent emails, Basecamp, and Facebook communication
- Maintain current content in all areas online by coordinating with Communications team
- Submit monthly ministry information to be included in the LPC email newsletter
- Coordinate and schedule ministry-planned activities using Planning Center
- Attendance at weekly student ministry meeting and any other meetings as needed
- Send out reminders regarding upcoming meetings and any relevant resource materials needed for meeting
- Set up rooms for meetings, trainings, and purchase food/beverages for attendees
- Attendance tracking in Planning Center for all ministry events
- Responsible for replying to misc. information requests to student ministries
- Maintain [LPStudents@LifepointChurch.us](mailto:LPStudents@LifepointChurch.us) emails and forwards as necessary

- Maintain any subscriptions used by Student Ministries

## **Qualifications and Required Skills**

- Agree with LifePoint's "What We Believe" and commit to exhibit a lifestyle that is consistent with the same
- A heart for students through each developmental phase and a passion to them find and follow Jesus
- A high regard and competency to faithfully abide in God's Word
- 1 year of ministry and administration experience preferred
- Relates well to people of all ages, builds effective relationships, communicates effectively both interpersonally and corporately
- Organized and able to manage multiple projects, beginning to end, in a fast-paced environment.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
- An action-oriented problem solver, displaying focus, passion and initiative
- Creatively minded and willing to try new things, not afraid of failure
- Working knowledge of all social media channels including but not limited to Facebook, Instagram, Snap Chat, TikTok etc.
- Proficient in all Microsoft Office products
- Excellent written and oral communication skills
- Some Flexibility in schedule to accommodate for events