



Position: Student Ministries Administration Assistant
Reports to: Student Ministries Director
Status: Non-exempt (Part-time hourly)
Last Revised: February, 2022

Overview

The Student Ministries Administrative Assistant will provide support to the Student Ministries Director and the rest of the SM team. 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 emails and forwards as necessary

- Maintain any subscriptions used by Student Ministries

Qualifications and Required Skills

- 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