



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

Overview

The Student Ministries Administrative Assistant will provide support to the Student Ministries Director and Student Ministries 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
- 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 student ministries trips
- Processes credit card statements, receipts, and expense reports for Student Ministries
- Maintains Planning Center database for Student Ministries
- Assists in coordinating student ministry events
- Provides support for leader and parent meetings
- Assists in the setup and clean up for Student Ministry events
- Oversee Sunday service and event check in
- Assists with all other duties as assigned by Student Ministries Director

Specific Tasks to Support Supervisor

- Assist with general communications such as website, weekly parent emails, internal communications, and social media
- 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 (rooms and resources)
- Attend weekly student ministry meeting and any other meetings as needed
- Send out reminders regarding upcoming meetings and any relevant materials needed
- Set up rooms for meetings, trainings, and purchase food/beverages for attendees
- Track attendance in Planning Center for all ministry events
- Maintain LPStudents email address and forward as necessary
- Keep all 3 ministry calendars up to date (Planning Center, Outlook, and wall calendars)
- Keep tabs on Monday.com (project/events management software)
- Maintains and executes *LPStudents Visitor Followup* Workflow on Planning Center

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
- One 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