

Administrative Assistant for Student Ministries

Job Description

Title: Administrative Assistant for Student Ministries
Reports to: Executive Administrator
Purpose: This role is a part-time position responsible for providing general administrative support to Student Ministries and to other departments as time allows.

Character Traits

- A demonstrated heart for God lived out daily through prayer, time in the word, and a solid personal relationship with Jesus
- A passion to see those at LEFC fall in love with Jesus and live out their relationship with God in their *oikos*
- Team player. An individual who wants to serve as part of a larger team supporting the staff in carrying out the ministry goals of the church
- The desire to grow, develop and mature, both spiritually and professionally

Job Responsibilities

- Primary interaction is with the Director of Student Ministries, the Assistant Director of Student Ministries, and G56 Coordinator
- Communicate directly with leaders, parents, students, and other members of the congregation as appropriate
- Oversee background checks and clearances for all ministries
- Coordinate event registration (mission trips, camps, conferences, etc...)
- Assist with student check-in and attendance on Sunday mornings and at various student events
- Maintain student and leader information in church management system
- Purchase supplies as needed

- Oversee social media presence for Student Ministries
- Provide back-up receptionist support as directed by the Executive Administrator
- Participate as a member of the LEFC Church Staff and perform other duties as the situation arises/assigned by supervisor

Requirements for the position

- Excellent communication skills – written, verbal, and interpersonal – with excellent attention to detail, exercising discernment
- Excellent organizational and administrative skills, as well as project coordination experience
- Ability to prioritize multiple tasks and projects while working under deadlines
- Proficient in the creative use of a variety of software applications, e.g., word processing, presentation, and publication software
- Strong relational, creative, and problem-solving abilities
- Available on Sunday mornings to assist with student check-in
- Service-oriented, nurturing, and a positive can-do attitude
- Flexibility – able to change direction when projects/ideas change at a moment's notice and able to handle workload peaks (week of major events for example)
- The ability to be trusted with confidential information
- High School Diploma or equivalent