

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE STUDENT PASTOR

REPORTS TO: STUDENT PASTOR

DEPARTMENT: FAMILY MINISTRY

EXEMPTION STATUS: EXEMPT NON-EXEMPT (HR DETERMINES)

PAY GRADE: <<ENTER NUMERICAL >>

SUMMARY OF POSITION

Assists the Student Pastor in administrative needs to fulfill the vision of the church as established by the Senior Pastor.

POSITION QUALIFICATIONS

- Must be a believer in Jesus Christ and demonstrate a Christ-like attitude in performing all duties in order to exalt our Lord and Savior, Jesus Christ.
- Must be fully committed to the Mission and Core Values of First Baptist Concord and the student ministry of First Baptist Concord.

ESSENTIAL JOB FUNCTIONS

- This position consists of 40 hours per week.
- Monday – Thursday 9:00am-5:00pm.
- Wednesday night Edge environment (5:00pm-8:30pm).
- Sunday Morning Life Groups (8:30am-12:30pm).
- Extra time will be requested during special events (camps, disciple now, etc.)

ESSENTIAL JOB FUNCTIONS

- Must be a self-directed, team-oriented individual with an ability to perform his or her work in a way that honors Christ.
- Work closely with the Student Pastor to support his efforts as the leader of the student ministry.
- Maintain all attendance and decision records in the student ministry including members and guests.
- Maintain accurate and comprehensive records, mailing lists, and contact information for students and leaders within the Student Ministry.
- Process all financial matters including expenses, contributions, registrations, contracts, agreements, etc. in an accurate and comprehensive manner.
- Assist in communication with students, parents and leaders through mailouts, emails, and other methods.

- Assist in overseeing check in of all students and gathering of contact information.
- Maintain the student ministry calendar within the church facility scheduler.
- Schedule maintenance requests for the student building and rooms.
- Attend and engage in weekly student staff meeting.
- Work with other church staff to provide resources and support to various church and ministry projects as needed and assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Preferred: Associates degree or some college (equivalent work experience considered)
- Required: 3 to 5 years in an administrative support role

KNOWLEDGE OR SKILL REQUIREMENTS

Required:

- Excellent verbal and written communication skills
- Possess essential administrative skills and skillful in Internet research, MS office software, and other proprietary databases
- Proactive and able to thrive under tight deadlines with multiple projects
- Able to deal effectively with sensitive and/or confidential information of a written or spoken nature
- Self-starter and able to perform responsibilities with little to moderate supervision

Preferred:

- Knowledge of ACS software
- Skills in proofreading and manuscript evaluation

PHYSICAL JOB REQUIREMENTS

- Required to work in a typical office environment.
- Work includes, but is not limited to, walking, standing, bending, and carrying or moving some moderately heavy items at times.

DISCLAIMER

This position description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the job. It is intended to be an accurate reflection of those principal job elements essential to the job.

Approved By

Date

Employee Signature

Date