

Magnolia Church Job Description

MINISTRY ASSISTANT – STUDENTS

JOB PURPOSE:

The primary task of this position is to assist and support the Student Ministries Pastor and team in all the necessary administrative functions for Mag Middle School Ministry and Mag High School Ministry.

GENERAL EXPECTATIONS:

- Engages in personal spiritual disciplines seeking to be an authentic follower of Jesus Christ.
- Assists the Student Ministries Pastor in accomplishing the church's overall vision and objectives.
- Attends worship services on a regular basis at a gospel-centered church.
- Attends and participates in weekly meetings and monthly Support Staff meetings.
- Reflects a professional image and church standards through dependability, appearance, and attitude
- Works well with others while maintaining a servant attitude.
- Adheres to church policies and procedures.

REQUIREMENTS:

- 1-2 years of office experience.
- A desire to serve in student ministry to reach the next generation.
- Excellent organizational skills for ministry related responsibilities.
- Excellent oral and written communication abilities.
- Proficient in Microsoft Office Word, Excel, Power Point, and Publisher.
- Ability to learn new software systems and devices.
- Ability to maintain confidentiality regarding sensitive information.
- Loves people and enjoys building relationships with families.
- Minimum of a High School Diploma.

RESPONSIBILITIES:

- Assists the Student Ministries Pastor in the performance of their responsibilities by handling correspondence among other staff and church members and supporting special student projects with administrative oversight.
- Manages the Student Ministries Pastor's calendar, appointments, contacts, meetings, speaking engagements, and conference arrangements while acting as a receptionist on behalf of the Student Ministries Pastor.
- Attends weekly staff meetings, retreats, or other all-staff related meetings, as needed, to support the Student Ministries Pastor.
- Utilizes programs and software used at Magnolia Church such as ShelbyNext, Concur, TimeClock Plus, Microsoft Office 365, Dropbox, Planning Center Online, and Click Up.
- Prepares and gathers materials for scheduled student meetings, conferences, events, and Bible studies on campus and in our student rooms.
- Coordinates and oversees registrations, fundraisers, and check-in responsibilities for all student events.
- Performs administrative duties such as printing resources and mailing letters, birthday cards, and notes to student households.
- Communicates digital information to students, parents, and volunteers through email, and as needed, on social media platforms.
- Assists with managing financial control among our Student Ministries budgeted accounts.
- Prepares and prints digital materials for regular weekly services.
- Implements follow-up strategy for new students and families.
- Assists with onboarding, screening, and background checks for volunteers.
- Completes other responsibilities as assigned by the Student Ministries Pastor.

This is a part-time, 24 hour per week position. This position reports to the Student Ministries Pastor.