



## **DETAILED MINISTRY DESCRIPTION**

### **Administrative Assistant to the Student Pastor**

#### ***Title***

Administrative Assistant to the Student Pastor

#### ***Purpose***

The Administrative Assistant to the Student Pastor provides a variety of broad-based clerical and office support services for the youth ministry area. This position organizes the activities and functions of the office and coordinates the flow of information to the Pastoral Team and GBC staff.

#### ***Responsible to***

Student Pastor

#### ***Key Results Area***

The Administrative Assistant to the Student Pastor has the opportunity to be deeply involved in the lives of students, the ministry of the church and its outreach to the community; the opportunity to get to know the members, guests and volunteers; to help give a positive first impression of Grace Baptist Church and to assist the various ministry areas in performing their ministry efficiently and effectively.

- Organize and manage the day-to-day activities of the Student Pastor's office and ensure the efficiency of the office's operation.
- Complete weekly all work associated with the following:
  - Daily / weekly / monthly routine office activities to ensure efficiency
  - Organize the activities and functions of the Student Ministry office
  - Assist in creating and executing weekly GSM worship services
  - Assist in communicating information to students, parents and volunteer leaders

#### ***Description of Duties***

- Assist in fulfilling the mission, vision and leadership of GSM that includes establishing a culture of equipping people as disciples.
- Assist in creating and executing all events, camps and retreats.
- Coordinate the flow of information to the Student Pastor and staff.
- Remain knowledgeable of all events / functions and communicate accurate information when questions are asked.
- Schedule appointments, meetings, conferences and all travel accommodations.
- Prepare individual ministry area communication (reports, cards, correspondence, flyers and other printed material) with attention to accuracy and detail.
- Perform research and complete reports as requested.
- Lead and equip others in establishing new files, as well as maintaining existing files, for GSM staff, events, camps retreats, etc.
- Lead and equip others in creating, planning and executing outreach, discipleship and events for girls.

- Work with appropriate ministry areas, committees, officers and leaders to carry out the ministry of the church and the office of the Student Ministry.
- Analyze current systems / processes and bring forward suggestions for improvements.
- Timely greet guests and church staff when providing front desk assistance. Ensure a pleasing atmosphere by guests, church members, and staff members.
- Operate a personal computer and other related equipment as appropriate.
- Utilize appropriate software processing database management, spreadsheets and presentations along with reports, correspondence, bulletins, church newsletters with accuracy and attention to detail.
- Support the various ministry areas, when appropriate, along with special event-driven activities and luncheons.
- Attend weekly office staff meetings, monthly All-Staff meetings, and any other meetings and training seminars as requested.

### ***We Want – Must Haves***

- A demonstrated ability to maintain sensitive confidential church information.
- Must be a follower of Jesus Christ and have a lifestyle that demonstrates obedience.
- A member of Grace Baptist Church.
- Committed to the core values of the church.
- Committed to Biblical tithing (a minimum of 10% of gross income).
- Good ‘people’ skills for relating to senior pastor, pastoral staff, co-workers, volunteers, extended church staff, church members and guests.
- Ability to perform services independently, without direct supervision, as well as work cohesively within a team environment.
- A positive attitude at all times and poise under pressure.
- Knowledge and principles of preparing correspondence, forms, reports, etc.
- Knowledge of principles and procedures of record-keeping and filing systems.
- High attention to detail and accuracy with complete follow through.
- Ability to communicate clearly and concisely, both orally and in writing.
- Basic understanding of office organization, operations, office equipment and methods.
- Proficient in all Windows based software.
- Excellent organization skills.
- Good English, grammar, spelling, punctuation, and vocabulary skills.
- Knowledge of and experience normally acquired through the completion of a high school diploma or job training and experience that qualifies for the position.
- Possess one or more of the following gifts: Administration, Serving and Helps.

### ***We Want – Like to Have***

- Three to five years of work history within a similar church environment to foster a complete understanding of the requirements of the administrative assistant position as well as working alongside students.
- College education with desire to seek additional training through conferences, networking and seminars.

***Time requirements***

This is a full-time position as outlined in our Employee Personnel Manual.

***Summary***

We are seeking a person who loves serving in the church; becoming involved in the lives and ministry of students, church staff, volunteers, members and guests. This person will have proven experience in the areas of administrative assistant office procedures and will partner with all team members to ensure efficiency.