

6950 Ralston Street, Ventura CA 93003 | 805-656-7766 | encounterlife.org

Student Ministry Administrative Assistant

Part-time, non-exempt, 15 hours per week, accountable to Student Ministry Pastor

OVERVIEW:

To serve the church by providing administrative and secretarial services to the Student Ministry Pastor.

REGULAR HOURS: Monday/Tuesday 8:30am-4:30pm; Wednesday 9:00am-4:30pm

RESPONSIBILITIES:

Communication/Recordkeeping.

- Create publications
- Make phone calls to staff and students, when needed, to pass along information
- Maintain up-to-date and well-organized files
- Input and manage Planning Center information and preferences
- Records are to be maintained for student attendance and contact information for students, parents and volunteers. Attendance numbers are reported weekly on Mondays.
- All communication to Students and Parents through email, text, etc.

Leadership/Connecting.

- Meet weekly youth staff for special project assignments and updates
- Work closely with youth staff in developing new ideas, tools for ministry, and special projects

Organization

- Keep relative student ministry supplies organized and up to date

Special events.

- Assist Student Ministry Pastor with annual Parking Lot sale, when applicable.
- Oversee registration of camps, retreat and events
- Create and manage online registration
- Make necessary reservations for events (buses, hotels, campsites, etc.)

Other duties. Cooperate with Student Ministry Pastor by performing any other duties when asked to do so.

Requirements.

- Good personal organization skills
- Good administrative skills
- Enthusiastic
- A strong desire to reach unchurched teens for Christ balanced with an effective approach to discipling more spiritually mature students.
- Developer of others to do the work of the ministry
- Transparent communication
- Culturally aware (Easy for students to identify with)

- Genuine dependency on prayer
- Team player
- Teachable attitude
- Be a member of ENCOUNTER