

STUDENT MINISTRY ADMINISTRATIVE ASSISTANT, CRESTVIEW CAMPUSES

Position Title:	Student Ministry Administrative Assistant (Part-Time; Non-Exempt Position)
Date:	July 2021
Supervisor:	Student Minister, North Crestview campus
Purpose:	Provide a high level of professional assistance to Crosspoint Students ministry through coordinating all administrative aspects of the ministry and serving as a representative of the church to students and parents while exercising a strong degree of confidentiality.

PRIMARY DUTIES:

1. Assist individuals inquiring by phone, email, and/or in person about Crosspoint Students matters.
2. Maintain the church database for student worship attendance including first time guest information.
3. Manage outgoing weekly communication to students, parents and leaders using mail, email, social media, and other messaging applications.
4. Prepare publications for e-Letter, app, slides, and signs for North and South Crestview campuses.
5. Download and prepare series content for Crosspoint Students worship services including message outlines, videos, graphics, PowerPoints, and leader discussion questions.
6. Maintain Crosspoint Students webpage content for North and South Crestview campuses.
7. Schedule Crosspoint Student events, rooms, and support staff as needed. Maintain church calendar.
8. Obtain and update attendance for Crosspoint Students programming and Life Groups.
9. Assist with financial matters including check requests, documenting church credit card receipts, and maintaining budgeted accounts.
10. Update and upload student and adult volunteer medical release forms for Crosspoint Students retreats.
11. Prepare and maintain records for Crosspoint Students volunteers including background checks.
12. **Oversee student's documentation for Community Service Hours.**
13. Attend scheduled meetings per the direction of Student Minister.
14. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Experienced office administrator with strong organizational skills.
2. A self-starter who can multi-task and prioritize work load.
3. Outstanding telephone and interpersonal etiquette.
4. Excellent written communication skills.
5. Ability to get along with people of all backgrounds, beliefs and personality styles.
6. A consummate team player who works well with volunteers, staff and external vendors.
7. Proficient computer skills in all Microsoft Office programs.
8. Ability to quickly learn new computer programs.
9. Professional confidentiality ethic.
10. Ability to budget conservatively.
11. Growing personal relationship with Jesus Christ, and a passion to see students connect to Christ.

KEY PERFORMANCE MEASUREMENTS:

1. Creates a courteous, professional, and inviting atmosphere for staff and families.
2. Maintains and simplifies administrative processes to support Crosspoint Students staff.
3. Communication is accessible and well received.
4. Active contributor to the ministry team.
5. Increased skill level with computer software.