



FIRST FREE  
CHURCH

## Student Ministries Administrative Assistant

Job Description

### Summary

The staff of Student Ministries strives to reach as many students as possible with the gospel of Jesus Christ. The Student Ministries Administrative Assistant role exists to help support the Student Ministries staff team and provide administrative functions for the ministry.

### Structure

The Student Ministries Administrative Assistant is a part-time, hourly position that requires skills and passion for administration, organization, and efficiency. The Student Ministries Administrative Assistant is part of the Student Ministries Team and reports directly to the Student Ministries Pastor.

### Responsibilities

#### Ministry Support

- Provide information and support for students/parents via email and phone calls
- Coordinate with other church departments in scheduling and planning for student ministry events
- Take notes and participate in weekly team meetings
- Print and prepare materials as requested by Student Ministry staff
- Report weekly attendance for Student Ministry services

#### Administrative Service

- Coordinate and manage assimilation of students and volunteers in the ministry
- Organize and maintain records and files for all functions
- Maintain stock for new student materials, JH Cafe, and Summit Diner
- Regularly seek for ways to improve systems in PCO and GSuite for more efficiency in regular tasks
- Oversee and improve registration/check-in processes for large Student Ministry events
- Oversee preparation and organization of transportation, medical records, and additional paperwork for camps and retreats

# Personal Qualifications

## Character and Commitment

- Demonstrates genuine love for Jesus, and delights in seeing students come to know him.
- Champions the doctrine, mission, and vision of First Free Church.
- Champions Student Ministries Values.
- Has a passion for students.
- Practices personal evangelism and discipleship.
- Displays energy and optimism because of a personal daily walk with Jesus.
- Regularly participates in an adult small group at the church.
- Advocates for church leadership by communicating positive, Christ-centered vision to volunteers/students.
- Makes a habit of researching other ministries to gain fresh insights and ideas.
- Committed to faithful giving according to biblical principles.
- Committed to following the guidelines and policies outlined in the First Free Employee Guidebook.

## Minimum Qualifications

- High school diploma. College degree preferred.
- Prefer a minimum of two years working in student ministry.
- Proven experience organizing and planning highly detailed matter
- Strong organizational skills and attention to detail
- Strong Knowledge of G-Suite (Docs, Sheets, Forms, Contacts, Gmail)
- Adaptive to learning new technologies and programs