

Timberline Church

Job Description

Job Title: Administrative Assistant to the Student Ministries Pastors

Reports To: Office Manager (Pay Supervisor)
Student Ministries Pastors (Work Supervisor)

Direct Reports: N/A

Effective Date: July 2019

Summary

The Student Ministries Administrative Assistant directly assists the Student Ministries Pastors, Directors, Ministry Assistant and volunteers for Middle School and High School with goals, planning, execution, and follow-through of all activities, trips, weekly events, and daily routines. Timberline is one church, many campuses, so the Student Ministries Administrative Assistant will need to coordinate programming across campuses.

Duties & Responsibilities

The following list of duties and responsibilities is intended to serve as a guide to what is expected of the Student Ministries Administrative Assistant.

- Office Management
 - Field all incoming phone calls and emails for Student Ministries
 - Manage the Pastors' calendars and appointments
 - Catalog and code receipts for the Pastors' and Ministry Assistants' credit cards
 - Manage the Sam's and King Soopers credit cards for the volunteers
 - Produce mailing labels/mail merge documents as required
 - Assist in the development of brochures, posters, and fliers
 - Oversee the purchase and prep of food for meetings, retreats and special events
 - Reserve Mall Tables and Bulletin announcements
 - Oversee departmental spending and work with the Accounting team to process receipts, reimbursements, check requests deposits and budgeting sheets
 - Maintain filing systems
 - Stock ministry closets and mall table boxes with necessary flyers/supplies, etc.
- Assisting and Recruiting Volunteers
 - Become a point of contact for any volunteer leaders and parent booster team
 - Coordinate scheduling of meetings with Volunteers/ Directors
 - Engage, equip and encourage volunteers to serve
- Event Planning
 - Assist in planning the 10-12 yearly events/retreats/mission trips
 - Reserve rooms and equipment for weekly and special events
 - Contact and reserve necessary venues and travel means for retreats and mission trips
 - Follow the process for planning and advertising the event throughout the church by contacting Graphics/Communications, Facilities, Print Shop by the required deadlines
 - Schedule and attending planning meetings with volunteers and staff
 - Gather and purchase supplies
 - Plan meals for monthly Leadership Meetings

- Balance the trip budget and account for all monies spent
- Run check-in for yearly events/retreats/mission trips, which may include 2-3 weekend hours (about 8 events)
- Department Related Tasks
 - Manage volunteers in CCB for department including updating personal information, childcare approval status, ministry position and communication settings
 - Manage new volunteer process, including keeping track of Working with Minors Packets and communicating with them until the steps are complete
 - Create, oversee and implement yearly communication plan and leader appreciation plan.
 - Manage and create content for social media and web
 - Gather attendance from five weekly events and enter new data
 - Collect and keep record of offering when applicable
 - Assist in planning and maintaining yearly budgets
 - Compose and edit emails to leaders and ministry attendees
 - Keep the ministry closets organized and clean
- Meetings to be involved in
 - Attend and participate in a monthly Office Administrative Team meeting and quarterly team building events
 - Attend weekly Staff Chapel
 - Attend Student Ministries staff meeting
 - Occasionally attend Leadership Meetings to make connections
 - Other meetings as requested
- Abide by the Timberline Church Ministry Covenant
- Other duties as assigned

Skills and Experience:

- Intermediate skills in Microsoft Office Suite are required
- Solid database experience is required, Community Church Builder (CCB) experience is preferred
- Social media management experience is desired (Facebook/Twitter/Instagram)
- Strong PC skills and experience in a network environment are required
- Exceptional written and verbal communication skills
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment
- Must be proactive and detail oriented
- Experience working with, engaging and equipping volunteers is desired, but not required

This is a regular, full-time position.