

ADMINISTRATIVE ASSISTANT FOR YOUNG ADULT, COLLEGE LIFE, & ADULT MINISTRIES



POSITION DESCRIPTION

The Administrative Assistant for Young Adults, CollegeLife & Adults serves in the planning, organizing, communication, and general administration aspects of Young Adults, CollegeLife & Adult Ministries, along with helping develop and maintain a social media presence for Young Adults and CollegeLife. Most work is completed within the regular weekly work schedule. However, some administrative support will be provided during non-office hours, for which the administrative assistant will be compensated time away from the office.

MAJOR AREAS OF RESPONSIBILITY

- Understand the Mission, Purpose, and Core Values of Fellowship Church and maintain a lifestyle that is consistent with them.
- Understand the ministry purpose and demonstrate it in the performance of job responsibilities.
- Support our church's disciple-making ministries to Young Adults and College Students through communicating to young adults, college students and leaders through emails, phone calls, our website, and social media platforms.
- Scheduling and coordination for events, retreats, mission trips, facilities, etc. through our databases and scheduling software.
- Reconciling monthly and yearly budgets for YA and CL.
- Purchasing ministry supplies weekly.
- Various office tasks including printing, mailings, reporting to CCLI, etc.
- Helping facilitate leader care and community.
- Participating in weekly YA and CL meetings.
- Participate in monthly Adult Ministry Team Meetings.
- Assisting other members of the Adult Disciple-Making Team as needed.

JOB REQUIREMENTS

- A passion to see the lives of young adults and college students changed, as they encounter Christ. Gifts of leadership and administration are required, along with an ability to direct the general operations of the ministries.
- This person should be committed to the mission and values of Fellowship Church and in agreement with Fellowship Church's Statement of Faith.
- Language skills
 - Must demonstrate excellence in formatting, writing, and editing text.
 - Must demonstrate excellence in communicating verbally over the phone and in person.
- Computer Skills
 - Proficient in MS Word, Excel, Outlook and the ability to learn TouchPoint.
 - Must demonstrate excellence in multiple social media platforms.
- Personal Skills
 - Desire to take ownership of different tasks and projects
 - Relational capacity to care for and connect with team and our communities.

EDUCATION & EXPERIENCE

- Bachelor's degree preferred

PHYSICAL REQUIREMENTS (WITH OR WITHOUT ACCOMMODATION):

- Regularly required to sit; use hands to handle or feel and talk or hear.
- Frequently required to reach with hands and arms.
- Frequently required to stand and walk
- Frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds