



# FIRST MCKINNEY

BAPTIST CHURCH

## Job Description

**Job Title:** Student Ministry Administrative Assistant

**Job Purpose:** Provide administrative support for the Student Ministry and maintain appropriate communication between Student Ministry and other ministries within First McKinney.

## Responsibilities:

- Provide administrative support to the Student Ministry Team, Youth Minister first then Associate Ministers.
- Maintain accurate database through Realm
  - Attaining a working knowledge of reporting in Realm & yearly set ups of Life Groups
- Schedule events and room setup for Student Ministry needs through eSpace.
- Order, organize, and maintain Student Ministry Office needs (Office Manager).
- Maintain financials for the Student Ministry including:
  - American Express PO's for entire Youth Staff
  - Recording and keeping accurate deposits
  - Submitting timely check requests
  - Tracking fundraisers
  - Maintaining student fundraising account
  - Basic knowledge of budgeting
- Organize, maintain, and accurately track all event sign-ups. This includes:
  - Xtreme Camp Rally & DNOW Rally – finding volunteers, organizing, and overseeing entire sign up process.
  - Setting up and maintaining online registration.
- Book housing/hotel needs for events.
- Maintain & Organize Youth Ministry Adult volunteers:
  - Staffing office with volunteers on Sundays, Wednesdays, and events.
  - Staffing volunteers for the snack bar.
- Execute events and handle all details required: handouts, decorations, food, volunteers, etc.
- Schedule appointments as needed for youth ministers.
- Create and send out communication pieces for smaller events including emails, postcards.
- Oversee work “scholarship” program for students needing financial assistance.
- Weekly ministry opportunities as assigned.
- Must attend Xtreme Camp & DNOW each year. Vacation is not allowed during these events.

**Qualifications:**

- Understand and embrace our mission, strategy, values, and objectives.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & First McKinney Core Values.
- Proficient knowledge of office technology.
- Self-starter and detail-oriented approach.
- Highly detailed, professional communication and written skills required.
- 3-5 years Administrative Assistance Experience.
- Knowledge of basic accounting.
- Ability to work under pressure and in loud environments.
- Wednesday from 8:00am – 9:00 pm required.

<b>Full Time: Salary</b>	<b>FLSA Status: Exempt</b>
<b>Ministry: Students</b>	<b>Account #: 60030</b>
<b>Reports to: Student Minister</b>	<b>Date Prepared: January 2022</b>