



4220 Monterey Oaks Blvd.
Austin, Texas 78749
(512) 891-1600

Job Title: Next Generation Ministry Administrative Assistant

Overview

The Next Generation Administrative Assistant will provide support in all areas of the Next Generation ministry team by handling the majority of administrative and organizational tasks for the Youth Ministry, College Ministry and Young Adult ministry teams. This support is to free up the Next Generation Staff to have more space for pastoral ministry in alignment with the mission, vision, and values of Austin Oaks Church.

Essential Responsibilities

- General Office Organization
 - Continual management of the Next Generation departments for the purpose of organization and efficiency
 - Aid Next Generation staff in prioritizing of tasks depending on importance and urgency
 - Organize and update filing system
 - Database management and reporting
 - Monitor budgets of Next Generation teams through ongoing audits
 - Assist supervisors with scheduling, calendaring, and budgeting
 - Assist supervisors with church credit card transactions and justification
 - Assist with the setup of all activities and events
 - Other duties as assigned by supervisor
- Communications
 - Drafting and scheduling of communications
 - Capture all action items in meetings to ensure all tasks are accomplished.
 - Creation and regular management of events calendars
 - Manage all steps of digital, print, and social publications through media requests
 - Manage all follow up process for visitors and potential leaders
 - Monitor all communications for the next gen team
- Event Administrator
 - Facilitate all logistical details for events and trips, including purchasing of supplies, room reservations, volunteer recruitment, and appropriate set up.
 - Facilitate delegation of responsibilities for major events and trips
 - Maintain event budgets

Organizational Relationships

- Accountability
 - This position is directly accountable to the Next Generation Pastor. This accountability is maintained through personal contact and through weekly meetings. The Next Generation Administrative Assistant will be subject to a formal review on an annual basis.
- Staff Relationships
 - This position shall work closely with other members of the staff and shall work to maintain team camaraderie and mutual support.
- Congregation Relationships

- This position shall work with the AOC congregation in a positive, supportive, encouraging manner and report all suggestions and complaints to the Next Generation Pastor.

Qualifications

- Be a committed follower of Jesus Christ and embrace the mission of AOC to help people meet, know and follow Jesus.
- Minimum of one year of office support experience.
- Must be proficient in Microsoft Publisher, Microsoft Power Point, Microsoft Word, and Microsoft Excel and have a strong aptitude for computers and a general aptitude for multiple task management.
- Will have the necessary maturity to relate easily to the concerns and suggestions of those that are in the congregation with grace.
- Will be able to work on a team towards specific goals in a mutually edifying and supportive manner and have a teachable and open attitude.
- Must have ability to prioritize and accomplish tasks in a timely manner.
- Committed to improvement, seeks constructive criticism, understands strengths and weaknesses.
- He/she shall demonstrate a commitment to and be in agreement with the Statement of Faith of the Austin Oaks Church of Austin and will become an active member of the church.

Physical Requirements

- Must be able to sit and type at a computer for extended periods of time
- Must be able to lift 20 pounds
- Must be able to stand for extended periods of time for events
- Must be able to speak fluent English