

Position Title: Youth and Families Administrative Assistant

January, 2017

Incumbent:

Reports To: The role reports to the Director of Family Life and supports the Youth and Their Families Ministry under the direction of the Director of Youth Ministry.

Summary of Position: The Youth and Families Administrative Assistant supports and leverages ministry staff and volunteers in the mission of youth and family ministry. Program support includes Sunday School, confirmation, fellowship groups, small groups, fundraising, retreats, summer trips and the Youth and Their Families Ministry.

General Responsibilities* –

Assists program staff in coordinating, arranging and administrative tasks for events and meetings.

Provides financial recordkeeping support for ministry activities.

Develops /manages filing systems and recording keeping for designated programs and initiatives to ensure accurate, timely and secure management of information in paper as well as electronic form.

Uses established communication channels (phone, written, website) to distribute accurate information on calendar and other specific ministry and church activities.

Composes, types and makes copies of correspondence, paperwork or other printed material as needed by staff or ministry responsibilities including summer trips, Child Protection Policy, calendars and fliers.

Maintains a professional office environment, and orders and stocks program and other supplies to support ministry activities.

Maintains a professional appearance and serves as the primary customer service contact respecting common business etiquette for work with staff and/or external parties.

Arranges travel schedules and reservations for staff, youth trips or other related events.

Attends meetings as assigned or requested.

Other general or periodic duties and tasks as assigned.

*Program or initiative specific procedures for responsibilities outlined above to be provided in orientation.

Qualifications –

Minimum two years' experience in professional services office management and /or office functions

Working knowledge of Microsoft Office Suite, Outlook, PowerPoint, Excel, Adobe, prefer intermediate or better skill level.

Effective professional communication skills, orally and in writing.

Acceptance and acknowledgement of discretion and confidentiality of designated programs and records as a condition of ongoing employment.

General Terms of Employment and Benefits are set forth in the Church's Personnel Manual.

Compensation is established by the Session through the Human Resources Ministry.