



Title: Administrative Assistant to Ministries
Reporting Structure: Office Manager
Employment Status: 30 Hours / week

Purpose Statement/Summary: To provide administrative assistance to the Ministry Team Leaders.

Duties:

- Perform all job duties outlined herein in accordance with the Church's Personnel Manual and Policies
- Exercise support of the Next Gen ministries in positive way both while on campus and away.
- Input and maintain accurate information of Ministry Events and schedule in volunteers Church Community Builder (CCB) database & calendar.
- Assist with camp registrations and large events.
- Prepare check requests for the department and submit on weekly basis.
- Reserve all rooms as needed in (CCB).
- Maintain the supply of printed curriculum for ministries.
- Order and shop for supplies for classrooms and crafts.
- Coordinate the onboarding of volunteers.
- Aid Ministry Leaders with volunteer schedules.
- Submit in house Media Requests for Next Gen; The Hill; & NTKids events.
- Coordinate family dedications and classes ensuring all parents are notified and all logistics are handled.
- Assist the Next Gen Pastors with meetings and trainings.
- Perform other duties as assigned by supervisor.

Personal Characteristics

- Demonstrates a personal relationship with Jesus Christ
- Represents nineteen:ten church in a God honoring manner in the community
- Demonstrates an ability to lead with a teachable attitude
- Willingness to serve people and show kindness
- Heart for people and prayer
- Is a member of nineteen:ten

