



Position Profile Student Ministries Administrative Assistant

Working Title:	Student Ministries Administrative Assistant
Reports To:	Pastor of Young Adults and Student Ministries
Type of Position:	Temporary Part-Time [28 hours/week - Position Length 12-18 months]
Remuneration:	Based on qualifications & salary grid
Date Revised:	October 15, 2020

Purpose / Summary

The **Student Ministries Administrative Assistant** is the key communicator and connecting person to parents, teens, and schools involved with the youth ministry department of CrossRoads Church. They also provide the administrative support needed for this team to function. This lets youth, parents, schools and volunteers know that CrossRoads Church cares and that our youth programs are well planned, well executed and trustworthy.

Key Responsibilities

Program/Administrative

- To track youth (waivers, attendance, info, etc)
 - Ensure set up of min hub and hospitality/check in station
- To track and support the youth and young adult leader teams / student leaders (criminal record checks, announce and attend leader meetings, take notes, communications, and resource)
- Communicate for the youth and young adult ministry team
 - To advertise for activities (make posters, update bulletin and website)
 - To book activities (transportation, venues, registration, tickets)
 - To track moneys (maintain budget, income, expenses)
 - To communicate with parents, leaders and students through social media platforms such as: Instagram, Facebook, Church Blog etc...
 - 1st response to emails & phone calls that are general inquiry in nature.
- Manage weekly work hours.
 - Banking hours must be preapproved by the supervisor and should be minimal.
 - Initiate communication with supervisor in regards to hours and responsibilities around outside youth ministry & leader events.

- Manage youth building calendar.
 - Coordinate with Facility Coordinator for outside bookings.
 - Receive and process outside groups requesting use of the Youth Center

Meetings & Serving

- Weekly meeting with youth ministry team.
- Monthly Supervisor meetings.
- Attend Family Ministry meetings.
- Monthly All Staff meeting.

Qualifications

- Spiritually mature Christian
- Ability to coordinate and administrate event/program details.
- Requires a high level of initiative and the ability to work independently and perform duties with minimal direction and supervision
- Ability to anticipate needs, to be highly organized, pay attention to detail, multi-task and be a good time manager
- Good interpersonal skills with parents and teens
- Demonstrates solid Emotional Intelligence.
- Enjoys working with and contributing to a team
- A willingness to serve and a positive attitude
- Proficient in the use of Microsoft Office, Social Media Platforms & ability to learn other programs and tools.
- Demonstrated excellence in written/verbal communication skills
- Will be (become) an adherent of CrossRoads Church and willing to become a member
- Understands and supports the vision of CrossRoads Church
- Live and uphold a lifestyle that models an elder of the church as defined by the scriptures.
- Must sign the CrossRoads Staff Lifestyle Agreement and the Confidentiality Agreement.
- Must provide a criminal record check.

Reporting

- The Youth Ministry Administrator is supervised by the Pastor of Young Adults and Student Ministries and receives feedback through a development review every six months.

“To give everyone in Central Alberta the opportunity to have a personal relationship with Jesus Christ and by following Him together, compassionately impact our world.”

Application Process

Please submit your cover letter and resume to Kendra Berniko at the Church Office or via email to KendraB@CrossRoadsChurch.ca.

CrossRoads Church
38105 Range Road 275
Red Deer County, AB T4S 2N4
p.403.347.6425
www.CrossRoadsChurch.ca

Position will be posted until a suitable candidate is found.

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