

## Grove City Alliance Church

### Job Description

Position: Part-Time Administrative Assistant

Department: Student Ministries

Reports to: Student Ministries Pastor

Hours: 28 hours a week

Experience: 1 year of administrative support beneficial, but not required

If this opportunity resonates with you, please submit a cover letter with your résumé indicating why this position excites you from a ministry standpoint and how your experience and skills make you the right candidate for the job.

### **SUMMARY**

This position serves the entire Student Ministries Department. It serves the Student Ministries Pastor and administrates all aspects of the ministry.

This is a ministry position in every sense. The right candidate will have a strong desire to serve and use their organizational gifts to support the Student Ministries Department, its students, and Grove City Alliance Church with excellence in their communication, vision-casting, and implementation. This position requires a ‘yes, can do,’ solutions-minded attitude that supports the Student Ministries Pastor and promotes/supports Oasis Student Ministry to students, leaders, parents, and guests.

### **QUALIFICATIONS**

- Strong and growing relationship with Jesus Christ
- Exceptional interpersonal, organizational, communication (both written and verbal), and critical thinking skills
- Highly proficient with computers, particularly with MS Office (all products including Word, Excel, Power Point and Publisher) and utilize various applications (Canva, Mailchimp, Flocknote, and others), including running reports and spreadsheets
- Understanding and ability to operate the Church Database, Calendar, and Facilities Management software
- Ability to carry out tasks in a highly organized manner – able to look ahead, plan, and prioritize
- Participate as a highly motivated team player in the Student Ministries Department
- Creative
- Adept at problem-solving
- Positive attitude, humble spirit, and a willingness to serve
- Ability to multi-task and meet deadlines
- Able to operate and carry out duties in a professional manner

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- **Administration:**
  - Looking ahead and discussing upcoming needs with the Student Ministries Pastor at a weekly meeting.

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- Performing personal assistant duties for the Student Ministries Pastor, as directed.
- Preparing for ministries, events, and meetings of the Student Ministries Department.
- Tracking and uploading attendance and statistics for all SMD events and activities.
- Finances – handling all funds by accurately collecting, counting and tracking financial records, working hand-in-hand with the Financial Assistant, completing the Student Ministries Pastor's monthly VISA reconciliation, organizing and processing receipts, and handling and dealing accurately with fundraised monies. Help submit check requests for the Student Ministries Pastor, SM Interns, and SM volunteer leaders per church guidelines.
- Sort through and handle the mail in the SMD.
- Helping to prepare the SMD Annual Report by gathering statistics, attendance, events, finances, photographs, and video that tells and promotes the SMD story.
- Filing information – both hard copy and electronically.
- **Communication:**
  - Phone – answering, filtering, and responding to calls from church leadership, volunteer leaders, parents, students, and guests.
  - Email – answering, filtering, and responding to emails from church leadership, volunteer leaders, parents, and students.
  - Text – communicating and responding to messages in the texting service.
  - Church Website – communicating accurate information regarding SMD events and activities to the webmaster.
  - Social Media – helping to keep all SMD social media accounts up-to-date and responding to questions that arise.
  - Office – communicating with staff at meetings and utilizing using the church Calendar and Facilities Management software.
- **Promotion:**
  - Calendar – develop, create, proof, print, fold, and distribute the monthly calendar via mail and email.
  - Sunday Morning Advertising – create and disseminate the weekly PPT slide announcements and bulletin advertisements – ensuring they are accurate and timely.
  - Displays – create eye catching graphics and keep information current on lobby displays SMF welcome table, and other locations in the SMF.
  - Ministry slides and graphics – create ministry slides and graphics for Grounded, The Gathering, MS Ministry, HS Ministry, HS Small Groups, and social media accounts.
  - Mailings – create and circulate postcards and other mailings at the behest of the Student Ministries Pastor.
  - Developing and send out E-News and other social media advertising as it relates to the SMD.
- **Logistics:**

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- Serve as a liaison between the SMD and all other church departments to ensure manageable flow of work and communication occurs.
- Events – plan and execute all SMD events by gathering information and regurgitating it to students and parents using all communication avenues, preparing efficient registration process, handling finances, and confirming all trip details.
- Fundraising – handling the details of multiple fundraisers and assisting with their planning and implementation.
- Mission/Summer Trips – creating and distributing registration packets, assisting with the registration process of students, tracking and updating financial records, communicating with parents and students regarding trip details
- Retreats – producing registration packets, assisting with registration process of students, tracking financial records, communicating trip details to parents and students
- Transportation – booking, confirming, and requesting payments for all SMD ministry events.
- Summer Camp –answering questions related to camp scholarships, registration, and working hand-in-hand with the Kids Ministry Department to ensure the process is efficient.
- Scheduling the Student Ministries Pastor’s appointments, as needed.

Interested in applying?

Please send your cover letter and résumé to Andrew Owrey at [andrew.owrey@grovecityalliance.org](mailto:andrew.owrey@grovecityalliance.org).