
students administrative assistant

FLSA: Non-Exempt | Full Time

Responsible to: Students Team Leader

Mission and Purpose: This person will be responsible for performing administrative duties for the Students Team, under the supervision of the Students Team Leader.

Responsibilities: (include, but are not limited to)

General Responsibilities

- Perform additional administrative church office tasks including answering the phone , occasional front desk duties, other administrative tasks and special projects in the church office as the need arises and time allows
- Attend all staff, support staff, student team meetings and other required staff outings
- Assist in sorting the office mail

Students Team Responsibilities

- Perform administrative duties for the Students Team such as scheduling meetings and ministry events, ordering supplies, updating records and statistics, making copies, and other duties as needed
- First line of contact and communication with incoming calls for team
- Prepare purchase orders, check requests and credit card authorizations for expenses and track receipts
- Help develop department budgets and oversee budget transactions and balances
- Manage weekend attendance from creating rosters to imputing the weekend's numbers and new student information
- Manage and create all ministry-wide communication to parents and students (update Facebook pages, website, calendars, postcards, letters, announcement slides, etc).
- Work with Students Team to research, plan, organize, and run all ministry related special events such as summer conferences and retreats.
- Collect and manage all trip and retreat registrations (student information, forms, payments, etc.)
- Work with Students Team to plan, organize, and run weekly Students programming
- Oversee the Student Connection Center (manage/train volunteers, run kiosk, prepare all necessary supplies)
- Set-up and maintain rosters and profile codes as needed for volunteer ministry areas

Requirements:

- High school diploma or equivalent required
- Proven experience in the following areas of skill:
 - 1-3 years of administrative experience
 - Strong skills in Microsoft Outlook, Word, Excel, PowerPoint, and Publisher
- Established competencies in the following areas of knowledge and/or ability:
 - High aptitude for organization with ability to set priorities, juggle tasks and work with deadlines
 - Ability to communicate effectively, verbally and in writing
 - Strong interpersonal skills and strong sense of initiative
 - Is highly relational and team-oriented
 - Maturity level and ability to respect and maintain confidentiality with regard to office and church matters
 - Willing to serve as a Life Group Leader/Coach in one of our Students environments
 - Working knowledge of the *Orange* philosophy and other family ministry models desired
- Exhibits a strong walk with God
- Demonstrates passion for students and their families (grades 5-12)
- Must be a member of Kingsway Christian Church (or willing to become a member)