



COMMUNITY
PRESBYTERIAN CHURCH

POSITION DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT FOR STUDENT MINISTRIES

Reports to: Pastor of Intergenerational Ministries

Hours/Classification: Full Time (40 Hours) / Exempt

Purpose: The Administrative Assistant for Student Ministries offers internal operational support for the Pastor of Intergenerational Ministries and the entire Student Ministries department.

Responsibilities

- Supporting the effectiveness of the pastor overseeing Student Ministries and the ministry directors by providing management of the logistical, internal aspects of the ministry.
- Supporting our ministries in their communication with parents, volunteers, and other church leaders.
- Overseeing financial accounting for student ministries, tracking spending, and working closely with CPC's finance department.
- Planning and implementing processes for registration and payments for events.
- Supporting the coordination of large events and the department's work flow to stay on schedule for annual projects.
- Coordinating ministry calendars and facilities use requests.
- Managing our database of students and families.
- Contributing to the upkeep of our website.
- Office management and oversight of processes that relates to personnel, office procedures and ordering of supplies.
- Supporting our mission to live out the love of Christ among the students of our community through prayer, care in personal interactions, and attitude of heart.

Desired Qualities in this Role

- Vibrant, evident faith in Jesus Christ
- Relational warmth
- Effective written and oral communication
- Strong attention to details and consistent follow-through
- Youthful attitude, sense of humor, and willingness to serve
- Strong proficiency with technology, including mail merges, database management, and basic graphic layout