

Timberline Church

Job Description

Job Title: Administrative Assistant to the Student Ministries Pastors

Reports To: Office Manager (Pay Supervisor)
Student Ministries Pastors (Work Supervisor)

Direct Reports: N/A

Effective Date: July 2018

Summary

The Student Ministries Administrative Assistant directly assists the Student Ministries Pastors and volunteers for Middle School and High School with goals, planning, execution, and follow-through of all activities, trips, weekly events, and daily routines.

Duties & Responsibilities

The following list of duties and responsibilities is intended to serve as a guide to what is expected of the Student Ministries Administrative Assistant.

- Office Management
 - Field all incoming phone calls and emails for Student Ministries
 - Manage the Pastors' calendars and appointments
 - Catalog and code receipts for the Pastors' credit cards
 - Manage the Sam's and King Soopers credit cards for the volunteers
 - Assist in the development of brochures, posters, and fliers as needed
 - Oversee the purchase and prep of food for meetings, retreats and special events
 - Reserve Mall Tables and Bulletin announcements
 - Work with the Accounting team to process receipts, reimbursements, check requests deposits and budgeting sheets
 - Maintain filing systems
 - Stock ministry closets and mall table boxes with necessary flyers/supplies, etc.
- Assisting and Recruiting Volunteers
 - Become a point of contact for any volunteer leaders
 - Coordinate scheduling of meetings with Volunteers/ Directors
 - Engage, equip and encourage volunteers to serve
- Event Planning
 - Assist in planning the 10-12 yearly events/retreats/mission trips
 - Reserve rooms and equipment for weekly and special events
 - Contact and reserve necessary venues and travel means for retreats and mission trips
 - Follow the process for planning and advertising the event throughout the church by contacting Graphics/Communications, Facilities, Print Shop by the required deadlines
 - Schedule and attend planning meetings with volunteers and staff
 - Gather and purchase supplies
 - Plan meals for monthly Leadership Meetings
 - Balance the trip budget and account for all monies spent
 - Run check-in for yearly events/retreats/mission trips, which may include 2-3 weekend hours (about 8 events)

- Department Related Tasks
 - Manage volunteers in CCB for department including updating personal information, childcare approval status, ministry position and communication settings
 - Manage new volunteer process, including keeping track of Working with Minors Packets and communicating with them until the steps are complete
 - Gather attendance from five (Fort Collins and Windsor campus) weekly events and enter new data
 - Collect and keep record of offering when applicable
 - Assist in planning and maintaining yearly budgets
 - Compose letters and emails to leaders and ministry attendees
 - Keep the ministry closets organized and clean
 - Purchase snacks for weekly services
- Meetings to be involved in
 - Attend and participate in monthly Office Administrative Team meeting
 - Attend weekly Staff Chapel
 - Attend Student Ministries staff meeting
 - Occasionally attend Leadership Meetings to make connections
 - Other meetings as requested
- Abide by the Timberline Church Ministry Covenant
- Other duties as assigned.

Skills and Experience:

- Intermediate skills in Microsoft Office Suite are required
- Solid database experience is required, Community Church Builder (CCB) experience is preferred
- Exceptional written and verbal communication skills and the ability to deal with difficult situations in an appropriate and effective manner are required
- Social media management experience is desired (Facebook/Twitter/Instagram)
- Strong PC skills and experience in a network environment are required
- Proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment
- Must be proactive and detail oriented
- Experience working with, engaging and equipping volunteers is desired but not required

This is a regular, full-time position.