



# NEXT GEN MINISTRIES ADMINISTRATIVE ASSISTANT Job Description

## VISION & MISSION

New Hope Church (NHC) is a Christ-centered community for all peoples, moving toward Jesus and taking others with us. A legacy church of the Evangelical Free Church of America, we are in the greater Minneapolis area, care deeply about our region, and enjoy meaningful partnerships around the world. We seek to be a congregation growing together, reaching out and giving all.

## OBJECTIVE

The Next Gen Ministries Administrative Assistant resources the cultivation of a disciple-making environment for kids birth-grade 12 by coming alongside the team leaders to provide administration, initiative and coordination.

## SCOPE

- Part-Time // Non-Exempt // Hourly (approximately 20 hours per week)
- Ministry Staff // Next Gen Ministries // Reports to Next Gen Ministries Pastor

## RESPONSIBILITIES

### NHC Staff

- Be a champion of NHC's vision, leadership and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

### Next Gen Ministries

- Model a Christ-like attitude through committed work ethic, care for kids and support to families
- Provide general administrative support for the Next Gen Ministries Pastor and entire team
- Work with the Kids and Student Ministries teams to implement cohesive vision and strategies
- Facilitate ministry logistics including calendar, website, facilities and promotions
- Administrate Kids and Student Ministries budgets to maximize ministry impact
- Come alongside team leaders to help recruit, train and shepherd volunteers
- Oversee registration, attendance and database of families
- Coordinate retreats, mission trips and conferences that help kids grow together in Christ
- Champion and support NHC programming for kids and students
- Give joint oversight to Kids and Student Ministries policies, protocols and processes
- Assist in providing resources and support to families through intentional relationships and training opportunities

## PROFILE OF PREFERENCE

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Genuine love for students and ability to relate to families
- Strong administrative, organizational and communication skills
- Resourcefulness and initiative
- Collaborative attitude and relational savvy