



**Position Title:** Student Administrative Assistant

### **Position Summary**

The Student Administrative Assistant is responsible for providing direct support to the Student Pastor and WoodsEdge Student Ministry. This role carries with it a specific emphasis on project management and administration. As such, the Student Administrative Assistant is responsible for all administrative responsibilities of WoodsEdge Student Ministry and project management for day-to-day operations and special events. All of these responsibilities are to be executed with passion and excellence, and in high-level coordination with the Student Ministry staff and the students and parents they serve.

### **Key Roles and Responsibilities**

- Assist Student Pastor with timeline oversight for all Student Ministry events
- Collaborate with the Student Ministry team to make sure the team is accomplishing tasks assigned by Student Pastor in a timely manner
- Create and/or edit paperwork and forms
- Process volunteer background checks and Child Safety Training in Planning Center
- Organize all students and leaders in Planning Center for services, groups, events, etc.
- Take meeting notes for all Student Ministry staff meetings and event planning meetings
- Oversee organization and cleanliness of office space and student building
- Manage team calendar and Student Pastor's calendar and appointments
- Coordinate travel arrangements and itineraries for guest speakers, conferences, etc.
- Create and manage registration for all Student Ministry events on Planning Center
- Prepare reports and documents as necessary
- Coordinate setup and tear down for Student Ministry events with facilities team
- Manage Student Building requests
- Assist Student Pastor in collaborating between departments to create a unifying church culture
- Place online orders, check requests, and other purchases for Student Ministry
- Assist Student Pastor in budget management throughout the year
- Complete credit card reports for Student Pastor
- Communicate with students, parents and volunteers as needed
- Assist in planning and execution of all junior high and high school events and worship experiences
- Assist the Student Pastor in managing residents
- Oversee general email, phone calls, and correspondence with parents, students, ministry partners, etc.
- Participate in 1:1s with Student Pastor
- Keep Student Pastor informed of status of ministry and sensitive/critical issues
- Communicate special needs to Student Pastor

- Attend WE staff events, prayer, meetings, team meetings, etc.

### **Success Outcomes**

- Successfully oversee event timelines to make sure deadlines are hit during event preparation
- Successfully track Student Ministry expenses on a regular basis
- Timely, personal, and professional communications (mass communication and micro communication) with student team, staff team, students, parents, and volunteers
- Actively assist Student Pastor with weekly responsibilities
- Collaborative working relationships with other church departments
- Strong relationships with student team, staff team, students, parents and volunteers

### **Requirements**

- HS diploma or equivalent, some college preferred
- 1- 2 years relevant work experience, preferred
- Demonstrated success in the following areas
  - All forms of communication including:
    - Mass communication (newsletters, bulk emails, mailers, etc.)
    - Micro-communication (phone calls, email, etc.)
  - Ability to be a bottom-line communicator within the office (what do we need to know?)
  - Accurate and efficient record keeping
- Excellent time management skills and the ability to establish priorities
- Excellent attention to detail, excellent organizational skills, and follow-through
- Excellent interpersonal, communication, and customer service skills
- Sound judgment, adaptability, flexibility, and creative problem-solving when confronted with changing and challenging circumstances
- Demonstrate professionalism
- Must be a team player and be able to anticipate what needs to be done and do it willingly, regardless of the level of the task
- Proficiency in Microsoft Word, Excel, and other online applications such as Google Docs
- Active prayer intercessor
- Agreement with our Statement of Faith, and demonstration of our faith through actions and lifestyle
- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness

### **Staff Expectations**

- Commitment to personal time with God every day to pursue a heart that loves Jesus
- Participation in staff prayer, staff meetings, training sessions, retreats, ministry-related classes, trainings or events, and all staff events as required
- Commitment to ongoing personal growth in spiritual maturity and professional growth
- A valuable team player that seeks to make others better through service to others, development, leadership, collaboration, and healthy conflict resolution
- A life-long learner willing to be coached, evaluated, and held accountable
- Passion for welcoming and connecting people to God, His church, and one another
- Active prayer intercessor
- Agreement with our Statement of Faith and demonstration of our faith through actions and lifestyle

- Ownership of the WoodsEdge mission & values emphasizing prayer, passion, humility, and kingdom-mindedness
- Attend WoodsEdge Community Church
- Additional responsibilities as assigned. Servant's heart for whom no job is too small.

#### **Performance Measures**

- Getting it Done – Ability to perform role & responsibility, work ethic
- Moving the Needle – Success outcomes and the ability to deliver excellence to your role for the good of WoodsEdge's initiative
- Practicing Greatness - Commitment to ongoing spiritual, personal, and professional growth
- Living it Out - Strong commitment to living out WoodsEdge's mission, vision, and values
- Building Teams – Seeks to make others better through development, leadership, collaboration, and healthy conflict resolution
- Coaching & Feedback - Willingness to be coached, evaluated, and held accountable