



<b>Title: Student Ministries Administrative Assistant</b>	<b>Prep/Revised Date: December 2024</b>
<b>Reports To: Student Ministries Pastor</b>	<b>Direct Reports: N/A</b>
<b>FLSA /Hours: Non-Exempt / 20</b>	<b>Campus: Fort Collins</b>

### Summary

The Student Ministries Administrative Assistant directly assists the Student Ministries Pastor, Director, Ministry Assistant, and the 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

- Fields all incoming phone calls and emails for Student Ministries.
- Manages the department's calendars and appointments.
- Produces mailing labels and performs mail merge documents as necessary.
- Assists in the development of brochures, posters, and fliers.
- Oversees the purchase and preparation of food for meetings, retreats, and special events.
- Reserves rooms and equipment for weekly and special events, mall tables, and bulletin announcements as needed.
- Oversees departmental spending and works closely with the Accounting team to process receipts, reimbursements, check requests, deposits, and budgeting sheets.
- Maintains the filing systems.
- Manages the new volunteer process, maintains the volunteer's status and personal information in Community Church Builder (CCB).
- Assists in the planning of ten to twelve yearly events by contacting and reserving the necessary venues, and arranging travel for retreats, and mission trips.
- Follows the process for planning and advertising the events throughout the church by contacting and working closely with Graphics/Communications and Facilities within deadlines.

### Skills/Qualifications

- Proficiency in Microsoft Office Suite applications with strong PC skills and solid database experience is required.
- Must have basic mathematical skills, knowledge of bookkeeping, basic budget, and expense monitoring.
- Must have quality interpersonal skills, the ability to work with people, and communicate clearly and effectively on the telephone, by e-mail, and in person, demonstrating tact and diplomacy.
- Must be proactive and detail oriented with the proven ability to function and thrive in a fast-paced, high volume, quick turnaround environment.

### Education and/or Experience

- Community Church Builder experience helpful or other database experience.

### Conditions of Employment/Physical Demands

- A satisfactory outcome from a criminal background check.
- Compliance with the Employee Handbook and Timberline Church Staff Covenants.
- Attend Staff Chapel (Part-time not required).
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands, operate tools or controls, reach with hands and arms, talk, hear, and see.

- In the spirit of continuous improvement and serving one another, you may be asked to assist with interim duties or other duties as assigned.

**View information below to locate job application link & continued position details.**

***To Apply: Click the link below to complete the job application. Please upload your cover letter and resume with the application. We will contact you for next steps.***

*Please Note: you must submit all requested items to be considered for employment. You do not need to complete the S.H.A.P.E Assessment unless specifically asked.*

Position Details: Part-Time.

Hours: 20 hours per week. Monday – Thursday; specific hours will be determined upon hire with supervisor's approval.

Compensation: Non-exempt. \$15.75 – 18.00 per hour; based on relevant experience.

Benefits Include: Paid sick leave.

[CLICK HERE TO APPLY](#)