

Youth & College Ministry Assistant

Classification: Part-time, Support Staff, Non-Exempt
Reports to: Minister to Youth & Families & Associate Youth & College Pastor
Supervises: -----
Work schedule: Monday – Friday, but can be flexed according to special events and needs of the church (or negotiated by Minister to Youth & Families & Associate Youth & College Pastor)

Minimum Qualifications

Faith:

- Individual must believe in Jesus Christ as Lord and Savior and be an active member of an evangelical church.
- Individual must be willing to become a member of First Baptist Church, Richmond, Kentucky
- Individual must be willing to agree to the Baptist Faith and Message and actively support the church vision and mission.

Education:

- Minimum associate degree or high school diploma/equivalent

Experience / Skills:

- Preferably at least three (3) years' office experience.
- Computer literacy and the ability to type 35 words a minute are required.
- The ability to build and maintain effective working relationships & rapport with members, staff and various youth and college ministry entities (i.e., camps, vendors, groups) is required.
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail
- Proficient in current office technology – (i.e. Microsoft teams, Outlook, Zoom, Planning Center)
- Evidence of leadership and decision-making

Responsibilities / Job Duties

Youth Ministry Support:

- Works directly with the Minister to Youth & Families to communicate with the church, parents, students and via social media the youth ministry opportunities.
- Assists the Minister to Youth & Families coordinate the various forms, paperwork, and payments for youth activities (i.e., medical release forms, permission forms, required forms for mission trips, incoming payments for trips/events, etc.)
- Works directly with the Minister to Youth & Families to coordinate the schedules for ministry within the church (i.e., Wednesday Night Events, fundraisers, room/vehicle reservations, etc.)
- Help with Wednesday Night Meals
- Upload and develop weekly Wednesday slides through ProPresenter
- Other duties, as assigned.

College Ministry Support:

- Works directly with the Associate Youth & College Pastor to communicate with the church, students and via social media the college ministry opportunities.
- Assists the Associate Youth & College Pastor coordinate the various forms, paperwork, and payments for college activities (i.e., medical release forms, permission forms, required forms for mission trips, incoming payments for trips/events, etc.)
- Works directly with the Associate Youth & College Pastor to coordinate the schedules for ministry within the church (i.e., Wednesday Night Events, fundraisers, room/vehicle reservations, etc.)
- Organize Weekly Meals
- Other duties, as assigned.

Ministry Support / Administrative:

- Access the church database system to help complete projects.
- Assists with church mailings, communications, and special projects.
- Provides limited backup assistance to ministries assistants.
- Handles incoming/outgoing mail for youth and college ministry.
- Maintains effective working relationships & rapport with staff and congregation.
- Secures work area before departure.
- Other duties, as assigned.