



JOB TITLE: Administrative Assistant to First Students/Young Adults

JOB TYPE: Part-time (24 hours/week)

REPORTS TO: Executive Administrative Assistant & Student Ministry Team Lead

PURPOSE STATEMENT:

This position provides administrative and practical support to the First Students/Young Adults Ministry at **First Church**.

GENERAL RESPONSIBILITIES:

1. Provide administrative support to the First Students and Young Adult ministries, including but not limited to calendaring, preparing materials, ordering supplies, handling email correspondence, answering office phone inquiries, etc.
2. Assist in the management and maintenance of our databases for events, programming and other needs.
3. Assist in the Volunteer Coordination and communication for the First Students and Young Adult ministries via Group Me, email...etc.
4. Assist with project management for ministry events, seasonal programming, and administrative initiatives. (Social media posts, graphic design, event registrations, emails, creating sign-up forms and tracking, etc).
5. Keep detailed, up-to-date records of payments received for events.

QUALIFICATIONS:

- Member of **First Church**, committed to our community and culture.
- Clear and professional communication style.
- Ability to multi-task.
- Strong computer skills, proficient with Google Docs, Google Sheets and church database.

STAFF EXPECTATIONS:

Mission-Driven Commitment

- **Live out our mission of "Love Jesus. Love Like Jesus."** This is at the heart of everything we do. It means our actions and attitudes consistently demonstrate a deep love for Jesus and a commitment to emulating His love in our interactions with others.
- **Align with our doctrine and values.** We expect you to understand and uphold the foundational beliefs and core values of **First Church**. This shared understanding forms the basis of our unity and purpose.
- **Be committed to our community and culture.** This involves actively participating in and contributing to the unique environment of **First Church**. We value a collaborative and supportive atmosphere, and your engagement helps nurture it.

Professionalism & Teamwork

- **Follow First Church Policies and Procedures.** Adhere to the guidelines outlined in the Staff Handbook. These policies ensure a consistent, fair, and safe working environment for everyone.
- **Contribute to our positive team spirit.** We thrive on fellowship, encouragement, cooperation, and prayer. Actively participate in building up your colleagues and fostering a supportive, unified staff.
- **Embody spiritual maturity and understanding of the Gospel.** We expect staff members to be growing in their faith and have a clear grasp of the Gospel message, which informs our work and interactions.
- **Maintain spiritual integrity.** This means living authentically and consistently with your faith, both inside and outside of work.
- **Excel in a team-based environment.** You should be able to both lead and thrive collaboratively. This involves knowing when to take initiative and when to support others, always working towards shared goals.

Adaptability & Effectiveness

- **Effectively manage multiple priorities.** Our work often involves various tasks and projects. We expect you to be organized and efficient, able to prioritize and complete responsibilities in a timely manner.
- **Be teachable, responsive, respectful, and adaptable.** This means you are open to learning new things, receptive to feedback, respectful in all interactions, and can adjust to the evolving needs and culture of **First Church**.