



STUDENT MINISTRY ASSISTANT PART-TIME POSITION

OBJECTIVE OF POSITION

The Student Ministry Assistant supports the mission of Northside Church by helping to create a welcoming, organized, and spiritually nurturing environment for students in grades 6–12. Working closely with the Director of Student Ministries (DSM), this position assists with planning, communication, administration, and relational ministry to help students grow in faith and community.

RESPONSIBILITIES

- **Program Support**
 - Assist in weekly planning and coordination of youth programs, events, and trips.
 - Assist in preparing materials and supplies for weekly youth programs and special events.
 - Set up, tear down, and provide logistical support for youth group nights, Sunday gatherings, and special events.
 - Help coordinate volunteers and ensure spaces are ready and welcoming.
 - Assist with registration, check-in, and supervision during events, camps, retreats, and service projects.
- **Relational Ministry**
 - Build positive relationships with students through presence and encouragement.
 - Support small group leaders and assist in follow-up with students or families as directed by the DSM.
 - Participate in youth gatherings, trips, and churchwide events as a visible, caring adult leader.
 - Model Christ-like character and a spirit of hospitality to all students.
- **Communication**
 - Assist in creating and scheduling social media posts, emails, and announcements.
 - Help design and distribute promotional materials for upcoming events and programs.
- **Development**
 - Support volunteer training and appreciation efforts.
 - Provide feedback and creative ideas for improving programs and events.
 - Engage in ongoing personal and spiritual growth as part of the ministry team.

QUALIFICATIONS

- A growing personal relationship with Jesus Christ and alignment with the mission and values of Northside Church.
- Experience working or volunteering with youth preferred.
- Strong organizational, administrative, and communication skills.
- Proficient in basic computer and social media platforms (Canva, Google Drive, Instagram, etc.).
- Ability to work both independently and collaboratively in a team environment.
- Must pass a background check and complete Safe Sanctuary training.

REPORTING RELATIONSHIPS

The Student Ministry Assistant reports directly to the Director of Student Ministries.

SCHEDULE AND PAY

- 15 hours per week:
 - Sunday mornings (2 hours).
 - Sunday evenings 4:30pm to 8:30pm (4 hours).
 - Wednesday evenings 4:30pm to 8:30pm (4 hours).
 - Flexible weekly hours (5 hours).
- \$20 an hour.

***Please attach resume and email to patrick@northsidejackson.com