



NEXTGEN ADMINISTRATIVE ASSISTANT

NextGen Ministry. Administration & Support
CrossPoint Alliance Church – Lewiston, ID

OVERVIEW

The NextGen Administrative Assistant plays an essential role in helping the NextGen ministry function with clarity, care, and excellence. Working closely with the NextGen Pastor and team, this position supports the day-to-day systems that make ministry to kids, students, and families run smoothly. From managing calendars and events to organizing workflows, communication, and follow-up, the Administrative Assistant keeps the details organized so ministry can stay centered on people, not paperwork. This role helps create a steady, dependable foundation for ministry—serving with attentiveness, collaboration, and a genuine heart to see the next generation trust and fully follow Jesus.

QUALIFICATIONS

SPIRITUAL

- Be a follower of Jesus Christ and demonstrate a growing maturity in faith and character.
- Support the vision, heart and passions of CrossPoint and its leadership, and in good standing in the community.
- Demonstrate the heart of a servant leader to the body of Christ and staff.

EDUCATION & EXPERIENCE

- A bachelor's degree preferred but not required.
- At least 2 years of experience in related field.

SKILLS REQUIRED

- High drive for self-starting and execution of tasks.
- Proactive, team-oriented, and willing to take initiative.
- Comfortable working in fast-paced, ever-changing ministry environments Strong communication skills.
- Commitment to maintain confidentiality regarding church records, ministry situations, etc.

TECHNOLOGY

- Familiarity with social media platforms.
- Willingness to learn and adapt to new tools and systems used by the church (PCO, Teams, etc.).

RESPONSIBILITIES

ADMINISTRATION

- Provide administrative oversight for the NextGen ministry, including but not limited to:
 - Manage the NextGen ministry calendar in coordination with CrossPoint's PCO and strategic plan calendars.
 - Oversee assimilation and follow-up processes through PCO workflows.
 - Create and distribute PCO registrations for NextGen events and activities.
 - Order and maintain classroom supplies as requested and approved by the NextGen staff team.
 - Collaborate with CrossPoint's Communication Director and the NextGen staff team to support social media presence for NextGen accounts.
- Carry out additional administrative responsibilities as assigned.



SUPPORT

- Help the NextGen staff team track care and follow-up conversations with kids, students, families, volunteers and other leaders.
- Support the scheduling and coordination of serve teams as needed.
- Assist the NextGen Pastor with calendar management and scheduling.

LEADERSHIP

- Consistently communicate and embody CrossPoint's vision for the church and for NextGen ministry.
- Train, schedule, and lead the NextGen hospitality team, creating a warm and welcoming environment while maximizing the use of PCO Check-ins.
- When needed, develop and lead a volunteer NextGen admin team to assist with tasks throughout the year (e.g., sending birthday cards, preparing classrooms, seasonal décor, etc.).

ALL-STAFF REQUIREMENTS

- Demonstrate consistent steps in growing in Active Membership of CrossPoint Church
- Dedicate time each week for staff and volunteer care and development
- Adherence to all leadership and employee guidelines as outlined in the employee handbook
- Attend weekly staff meetings
- Participate in regular developmental reviews
- Participate in COVER meetings with a direct report

SUPERVISOR: NextGen Pastor - Nate Hercula

POSITION: NextGen Administrative Assistant

HOURS/SCHEDULE: Part-Time @ 15 hours

COMPENSATION: Determined based on experience and qualifications.

If you are interested in applying, please email nate@crosspointlew.org.

*Application deadline is **November 2, 2025**.*