



800 Mercer Road, Butler, PA 16001

JOB DESCRIPTION

Administrative Assistant for Youth Ministry

Part-time (Non-Exempt)

About Us:

We are a Christian and Missionary Alliance Church with 1000+ members in attendance. Our vision is to build a community of Christ followers who use their gifts to raise up and serve others within the Church and the Community. We are a team-oriented organization that allows each employee to serve in a collaborative manner, while playing a role in goal setting and decision making. We believe in the power of prayer for each other, our church, and our community. We strive toward accountability while setting high standards and encouraging teamwork with honest and open communication. Success is not achieved unless it is "our" success.

About the role:

The Administrative Assistant for Youth Ministry handles all correspondence, records, reports, appointments, and general administrative duties for Youth Ministry. This position will work in concert with the church staff, assisting where necessary for efficiency of the program and CAC. This role reports to the Director of Youth Ministry for approximately 24-28 hours per week (Flexible).

Responsibilities:

- Update Planning Center Groups, People, and Lists with information regarding volunteers, students, and their families.
- Update and maintain Planning Center Check-In systems handled by Youth Program volunteers for Middle School (Thursday Nights and Sunday Mornings) and High School (Sunday Nights).
- Create new Planning Center People accounts for new visitors to all Youth Programs (TNL, C, Youth Sunday School) according to new Youth Connect Card submissions.
- Compile and put together mail orders that go out to all student ministry families.
- Purchase supplies for snack shack and coordinate with the volunteers who run it on Thursday and Sunday nights.
- Keep track of money from concession stand for missions, trips & retreat scholarships.

- Purchase various supplies or materials for youth programming
- Call vendors for food, travel agencies, etc.
- Monthly expense reports for credit cards & mileage for the Director & Assistant Director of Youth Ministry.
- Photocopy and organize curriculum and supplies for Sunday morning Youth Sunday School.
- Gather and update youth volunteer clearances as needed & upload them into the digital filing system.
- Schedule worship and tech volunteers & post digital resources (audio files & chord charts) in coordination with worship pastor and admin.
- Schedule pre-batch-made social media posts to be uploaded on Facebook and/or Instagram.
- Assist in scheduling and sending out parent email updates.
- Assist in uploading various slides and files into ProPresenter for our youth programming.
- Update Youth bulletin board with key event info and anniversaries/birthdates.
- Coordinate with graphic designer to submit design requests as needed.
- Maintain organization systems in physical spaces, such as Youth Center kitchen, snack shack, worship closet, supply closet, etc.
- Attend youth programming or special events on occasion when it helps in fulfilling previously listed role responsibilities.
- Other duties as assigned.

Qualifications:

- Proficiency in Microsoft Office Products and Planning Center and/or willingness to learn.
- Knowledge other computer programs such Services, Pro-Presenter, People, Services, etc. preferred but not required.
- Ability to work independently, multi-task, be detailed oriented and deadline driven.
- Strong Communication skills with solid people skills.
- Team Player.

Final November 13, 2023