

JOB DESCRIPTION

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COLLEGE MINISTRY ASSISTANT

**OVERVIEW**

**Purpose and Primary Responsibilities:** The College Ministry Assistant plays a key support role in Alpha Omega College Ministry helping cultivate a Christ-centered, welcoming environment for college students and young adults. This position supports the College Pastor in relational ministry, event coordination, communications, and administrative tasks to help students connect deeply with Jesus, the local church, and each other.

**RESPONSIBILITIES**

**Ministry & Event Support**

* Assist with planning, organizing, and executing weekly college gatherings, small groups, church involvement opportunities, and seasonal events (retreats, mission trips, service projects).
* Help with event setup/teardown, volunteer coordination, and hospitality efforts during college ministry functions.
* Coordinate logistics such as transportation, meals, and supply purchases as needed.

**Relational Engagement**

* Build authentic relationships with college students through one-on-one discipleship, group hangouts, and regular presence at college events and Sunday services.
* Help welcome new students and connect them into the life of the church.
* Support and encourage student leaders and volunteers.

**Communication & Promotion**

* Assist with managing college ministry communications, including emails, group messaging, and social media.
* Create or coordinate promotional materials (flyers, slides, posts) to engage students and promote events.
* Maintain up-to-date student contact lists and help with follow-up.

**Administrative Support**

* Provide general administrative support to the College Pastor including scheduling, registrations, budgeting assistance, and maintaining records.
* Help track attendance, manage resources (like curriculum or group materials), and prep for weekly gatherings.
* Attend and support relevant church staff meetings, trainings, or planning sessions as appropriate.

**QUALIFICAITONS**

* ﻿﻿A personal relationship with Jesus Christ
* ﻿﻿Adhere to the doctrine of Belle Aire Baptist Church as articulated in the Baptist Faith and Message 2000.
* ﻿﻿ A heart for college students and a desire to see them grow spiritually and become rooted in the local church.
* Strong organizational and time-management skills.
* Reliable, flexible, and a team player.
* Effective communicator, both written and verbal.
* Comfortable using email, Google Workspace, and social media platforms; familiarity with Canva or Planning Center is a plus.
* Previous ministry or student leadership experience is preferred but not required.

**DETAILS**

* Part-time (15-20 hours/week)
* Work Schedule: Regular evening and weekend availability is expected for college gatherings and Sunday church services. Time during the week is also expected in order to participate in campus outreach and complete administrative tasks.
* Reports to: College Pastor