

POSITION DESCRIPTION
Youth Ministries PT Administrative Assistant

The Congregational Church is seeking a welcoming, detail oriented and positive individual to support our Youth Ministries team. The role is a part-time position (25 hours a week). There will be seasons during which more time is required (pre-mission trip). The individual must be a self-starter, capable of independent work and enjoy working with children and parents.

General Administration:

- Make sure weekly youth group programming has necessary supplies (Minnows, Guppies, JYG, MSYG, YG and Quest).
- Communicate changes in youth group programming schedule as needed to staff, participants and parents.
- Work with Youth Directors and Dir. of Communications to ensure publicity is timely and updated as needed - emails, bulletin announcements, website updates, etc. Provide updated photos weekly for upload to the website.
- Maintain youth group photo files.
- Create, print and mail monthly fliers for Guppies, Junior Youth Group, Middle School Youth Group and high school Youth Group. Assist with other mailings as needed.
- Work with Youth Directors and ministry teams to prepare materials for parent meetings.
- Work with Youth Directors to coordinate local service opportunities for youth groups.
- Assist Youth Directors with management of program budgets.
- Complete monthly credit card report for Senior Youth Director to Director of Finance.
- Work with Youth Directors to plan and execute Youth Worship events.
- Manage volunteers or other support to maintain bulletin boards, updating photos as appropriate.

Mission Trips, Retreats and Special Events

- Manage all mission trip and retreat related forms and finances with the Senior Youth Director.
- When needed fill in as additional youth staff for weekly programming for younger youth groups.
- Work with the Youth Directors and Youth Group Ministry Team to communicate and enforce the Youth Group Covenant Event Policy, including scheduling of necessary make-up work opportunities.
- Work with Youth Directors to develop retreats and offsite programming; assist with logistics for these events.
- Execute communication plan and mailings for each trip as appropriate.
- Work with Youth Directors to coordinate appropriate mission sponsor mailings and events.
- Other logistics projects and responsibilities as appropriate.
- Must be available to attend both February and June mission trips.
- Attend site visits to mission trip locations with Senior Youth Director as needed.
- Maintain a presence within our greater church at large by inviting and stewarding families to engage in the life of our faith community, specifically our youth programs.

Additional Requirements

- Must be able to lift 40 lbs
- Must have own transportation as this role requires shopping at local stores for the ministry.

If interested in applying, please send your resume to hr@godsacre.org.