



Job Description

- Job Title:** **Administrative Assistant for Student Ministries-Senior High School (20 hours per week)**
- Reporting:** Reports to, and is under the direct supervision of the Senior High School Pastor and is accountable to the Director of Administration
- Primary Objective:** Enhance the student ministries of College Church by supporting the Senior High School Pastor.
- Principal Duties:** **For the Senior High School Pastor:**
1. Perform administrative duties for the pastors of student ministries including outgoing correspondence, e-news, communication lists, reports, maintaining files, mailing lists, creating and updating manuals and rosters, creating and submitting expense reports, financial reports etc.
 2. Organize retreats, events, activities, services, and programs. Create registration forms and publicity as well as coordinating setups, registrations, food service, etc. as necessary. Purchase and gather supplies utilizing others as needed
 3. Assist in maintaining deadlines, scheduling speakers and other planning of events/retreats. Work with the Reservationist to ensure setups are done accurately for events to be held at the church
 4. Maintain web pages as necessary for the student and sports ministries.
- For the Office:**
1. Complete Protect My Ministry duties for all required Senior High School volunteers.
 2. Work receptionist desk as needed-including covering the desk for one lunch per week and vacations.
 3. Assist other administrative assistants with work as necessary and as your schedule and workload allows
 4. Perform other duties as directed by the Senior High School Pastor, Director of Administration, or the Office Manager.