



Student Ministry Administrator

Job Description

Revised 9/17/2024

Job Purpose:

To support programming for Student Ministry by making necessary preparations, procuring resources, implementing, supervising registration processes, and facilitating relevant communications.

Supervisor: Pastor of Children & Student Ministry

Qualifications:

- A growing believer whom God has given the spiritual gifts of administration and helps
- Ability to prioritize, multi-task and organize many jobs at once
- Significant computer knowledge and skills – MS Word, Excel, and database-type programs
- Good communication skills and ability to interact with multiple team members and personalities

Job Classification

Part Time/Non-Exempt

This part-time position requires 20 hours per week to perform. Most hours will take place in the office Monday through Thursday.

Essential Functions:

1. Provide administrative support to the Student Ministry Staff

- Support updates to Student Ministry curriculum, as assigned by Ministry Leaders
- Provide administrative support for special projects and events; includes management of event registration and purchase of event supplies
- Support Student Ministry communications (via CCB, simleptext or post cards) to students, parents and volunteers
- Provide reporting to Student Ministry leadership (e.g., Sunday Night Youth Group Attendance)
- Responsible for the purchase of office supplies and resource distribution
- Maintain and organize Student Ministry space and ensure maintenance of office equipment.
- Serve as the Student Ministry contact resource
- Maintain the storage database for archived material
- Provide additional support, as requested.

2. Other

- Participate in WCC Staff meetings and other teams, as assigned.
- Able to lift 25 lbs.