



GLEN ELLYN BIBLE CHURCH

Job Description

POSITION TITLE: Student Ministry Administrative Assistant

REPORTS TO: High School Pastor & Middle School Director

CLASSIFICATION: Part-time/15 Hrs./Non-Exempt

DEPARTMENT: Programming support

JOB SUMMARY:

Under the direct supervision of the Middle School Director and High School Pastor the Student Ministry Administrative Assistant is responsible for assisting the SM team with administrative tasks and responsibilities.

OBJECTIVES/PURPOSE:

- Provide administrative support for Student Ministry events & programs, including scheduling, promotion, and registration.
- Manage the Student Ministry calendar and ensure that events & program details are taken care of in a timely manner.
- Supports the MS Director and HS Pastor in all other duties as assigned.

ESSENTIAL DUTIES/RESPONSIBILITIES:

General

- Assist in the day-to-day administrative duties of the SM Department.
- Assist in planning SM events: set up and maintain registration, coordinate advertising, arrange reservations and transportation details; print and prepare all needed documents, order and pick up books, supplies and food, manage student forms, etc.
- Update the GEBC website so it is current with ongoing and upcoming SM events and programs.
- Manage the SM portion of the Church Database (manage Planning Center Online).
- Assist in calendaring and communicate needs with other departments and the Facilities Manager.
- Assist in other various administrative tasks when asked.

QUALIFICATIONS:

Education/Certification: Bachelors or comparable experience.

Required Knowledge: Computer literate including: MS Office and Google Drive/docs/sheets. Experience with Canva as well as Planning Center Online is helpful but not required.

Experience Required: Two years administrative support experience preferred.

Skills/Abilities: Excellent administrative, organizational, and communication skills.

Compensation: \$17-\$20 per hour based on experience.

If you are interested in this position please email your résumé to students@gebible.org