

YOUTH MINISTRY ADMINISTRATIVE ASSISTANT

Section D.2.14

RESTON BIBLE CHURCH

PERSONNEL POSITION DESCRIPTION

Position/Title: Youth Ministry Administrative Assistant (Part-time and Job Sharing)

Reports To: Senior and Junior High Youth Pastor

Date Prepared/Revised: December 1, 2024

Principal Function:

The Youth Ministry Administrative Assistant is responsible for supporting both the Junior High and Senior High ministries in their basic office, communication, ministry, event, and project needs. This is an essential role that is designed to take on the practical administration needs of the Youth Ministry. This role will enable the Youth Staff to stay focused on the ministry of the Word, prayer, and hands-on ministry with the volunteer staff and students.

Job Skill Qualifications:

- Strong administrative abilities, taking initiative, and multitasking.
- Strong communication and personal skills (both internally and externally).
- Experience and abilities in event planning (both small and large)
- Ability to prioritize and coordinate needs for both the Jr. and Sr. High.
- Strong computer skills (including Microsoft Office and Google Suite) which includes both the input, organization, and development of data and information.
- Commitment to developing a positive and supportive attitude with the youth ministry staff, youth ministry volunteers, and youth ministry parents in their interactions with them.

Essential Duties

- Taking the lead in initiating, managing, and leading both regular and major events/projects. - Fulfilling basic office support duties as directed.
- Managing both the internal and external communication requirements of the Youth Ministry. - Managing ministry tracking, follow-up, and coordination.
- Communicating, coordinating, and working well with the other Youth Administrative Assistant.

Special Qualifications:

- Has personally trusted Jesus Christ as their Savior.
- Displays a consistent maturing relationship in their walk with the Lord.
- Supports the ministries of the church and is loyal to the staff.
- Is a team player with a servant's heart.

Other:

- Perform other miscellaneous tasks as needed.