



JOB DESCRIPTION

Title: Youth Administrative Assistant (High & Middle School)
Department: Family Ministries
Reports To: High School & Middle School Pastors
Pay Status: Full Time Hourly
Exemption Status: Non-Exempt

General Summary and Objective:

Provide administrative support for the Youth Ministry (High School & Middle School). Maintain Youth event records, create and track budget, maintain data base functions, update calendars and appointments.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Run day-to-day office and Youth Ministry operations through:**
 - Prepare annual budget and track expenses throughout the year
 - Process receipts submitting to Finance a in timely manner
 - Manage myCrossroads (church database) functions
 - Create event forms and process payments
 - Reserve rooms, equipment, vehicles & update calendars
 - Manage and update information for current students and first-time guests
 - Update Youth website as needed
 - Book services and provide logistic support for events
 - Assist with event promotions with Communications Team
 - Filtering telephone calls
 - Schedule appointments for the Youth Pastors
 - Assist coordinator as needed with completion of background checks for current volunteers by connecting with Senior Admin.
 - Provide general office support
 - Order supplies inventory & merchandise
 - Keep open communication with parents of students

Additional Responsibilities:

- Assist in organizing large events for the High School Ministry such as: summer camps, fall retreats & mission trips
- Performs other duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity
- Highly Administrative and intuitive
- Experience in an office environment or performing administrative work
- Proficient with current office software, systems, practices
- Good communicator
- Ability to convey a positive professional image and to maintain confidentiality
- Demonstrated capacity to lead and administrate

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, use hands and fingers, and reach with hands and arms.

Position Type/Expected Hours of Work.

This position is full time, 40 hours. Normal working hours are Monday to Friday 8am-5pm. May require an occasional weekend or evening for special events.

Travel

This position may require travelling for training and conferences or local travel such as running errands.

February 14, 2019

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.