



Christ Community Church Job Description

Job Title: Student Ministry Administrative Specialist

FLSA Status: Part-Time, Non-Exempt

Work Days/Hours: Up to 20 hours per week, Sunday-Thursday.

Weekend Responsibilities: This position has weekend responsibilities on Sundays and the hours will be assigned by the Student Ministry Pastor.

Reports To: Student Ministry Pastor

Ministry Purpose: This position is responsible for supporting and assisting the Student Ministry Pastor in the advancement of CCC's mission of "Helping all people find freedom in following Jesus" while performing specialized duties and responsibilities primarily in the areas of administrative support for Middle School Ministry (MSM) and High School Ministry (HSM).

Ministry Qualifications:

Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle that is consistent in word and practice with the teaching of Jesus.
- Understand and embrace CCC's Mission, Purposes, and Vision for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality that champions the needs of the Church, its valuable employees, and organizational effectiveness/compliance in all areas of human resource functions.
- Advance CCC's culture of grace, seeking unity in the essentials, charity in the non-essentials, and exalting Christ in all things.

Competency—Skills:

- Demonstrate effective administrative and ministry support skills.
- Take initiative in both tasks and building relationships in order to develop and deploy students and leaders into ministry opportunities.
- A life-long learner who continues to discover how to reach students.
- Ability to navigate professionally, tactfully, and compassionately between the goals of

Student Ministry (SM), the students, and their parents.

- Consistently display an exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.

Chemistry—Relational Abilities:

- Appreciate the God-given personalities and spiritual giftedness of others while being self-aware of their own gifts and weaknesses.
- Resolve relational and professional conflicts in a timely manner while extending and receiving forgiveness.
- Possess a dynamic, engaging personality that attracts and builds positive rapport and connections with students, parents, volunteers, members, and staff.
- Recognize that all people are on a spiritual journey and encourage others with grace, compassion, and confidence.
- Be firm in decision-making but gracious toward people—realizing people are more important than programs.
- Possess an adventurous spirit that is more afraid of missing opportunities than making mistakes while pursuing excellence worthy of our Lord.

Duties:

1. Participate in weekly, monthly, and quarterly SM and All Staff meetings as assigned.
2. Serve as the primary point-of-contact (POC) for the SM Team.
3. Schedule and plan weekly SM communications to include, but not limited to Social Media, Text Reminders, Promotional Emails, etc.
4. Develop a Monthly SM Newsletter and other promotional materials.
5. Responsible for the management and inventory of printed SM materials.
6. Assist in the management and inventory of HSM Meals and SM Snack Bar supplies.
7. Assist with development and delivery of SM volunteer trainings.
8. Assist the SM Team in resourcing and equipping volunteers.
9. Assist the SM Team with PCO database management of Groups, Services, People, etc.
10. Assist the SM Pastor with monthly credit card expenses and reimbursements.
11. Assist the SM Pastor in planning Retreats, Mission Trips, and Adventure Trips for SM.
12. Assist the SM Coordinator with ensuring the Ridge's areas, spaces, and breakout rooms are neat, organized, presentable, and hazard-free on a daily basis with a particular emphasis following MSM, HSM, or other large scale SM events.
13. Perform other related duties as assigned to include assisting other CCC Ministries.

Minimum Qualifications:

Education:

High School Diploma. Some college coursework.

Experience:

Two years of responsible work experience preferably in the area of administrative support.

Skills: Excellent written, verbal, interpersonal, and electronic communication skills. Experience using Microsoft Office (Word, Excel, PowerPoint) and social media (Facebook, Instagram, YouTube). A strong work ethic, and a high level of resourcefulness and initiative. Ability to maintain the highest degree of discernment, judgement, and confidentiality at all times.

Physical Requirements:

Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders, to extend arms, and to reach. Ability to climb a ladder. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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