

ST MARTIN'S EPISCOPAL CHURCH

POSITION: Student Ministry Administrative Assistant

STATUS: Full time, non-exempt

SUMMARY/OBJECTIVE

The Student Ministry Administrative Assistant supports the Church by performing general administrative duties and providing support for the Student Ministries department. He or she must be committed to the Mission and Core Values of St. Martin's Episcopal Church.

ESSENTIAL FUNCTIONS

1. To glorify God everyday by affirming and valuing the Christian faith as affirmed by the worldwide Anglican Communion which emphasizes the Holy Scriptures as the primary authority and guide for individual faith and practice.
2. Oversee all administrative aspects of Student Ministries, including maintenance of student databases, parent newsletter, and retreat and mission trip coordination.
3. Oversee mail-outs as needed (birthdays, life groups, etc.).
4. Assist with and attend life groups as needed.
5. Assist with budget/finance functions as appropriate, including credit card reconciliation and event payments.
6. Engage parents and students in a loving and responsive manner.
7. Attend departmental and staff meetings for input and informational purposes.
8. Create and maintain big event binders containing all pertinent information on all Student Ministry events.
9. Track attendance for Student Ministry functions.
10. Maintain all necessary forms for Student Ministries.
11. Assist in calendar planning and notification to the appropriate parties, including booking appropriate space for events in the online event scheduler.
12. Ensure that office equipment is clean and well-maintained; includes procurement of replacements and supplies.
13. Proofread any newsletter or mass communication pieces as assigned.
14. Order supplies for Student Ministry.
15. Perform related duties as required.

COMPETENCIES

Competencies required of this role:

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|--|----------------------------|
| - Effective verbal and written communication | - Organization |
| - Time management | - Situational adaptability |
| | - Collaborative mindset |

INDICATORS OF SUCCESS

Several of the most critical aspects of this role include:

- Developing and delivering clear, consistent communications, conveying a clear understanding of the unique needs of different audiences.
- Timely completion of tasks and attention to detail relating to deadlines for scheduling, communications, and event logistics.
- Knowing the most effective and efficient processes to get things done, with a focus on continuous improvement.
- Dependability of work methods and problem solving.

SUPERVISORY RESPONSIBILITIES

This position has no supervisor responsibilities.

WORK ENVIRONMENT

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

MENTAL & PHYSICAL DEMANDS

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to identify, communicate, detect, and easily remember things. The employee is frequently required to rise, move, ascend/descend stairs, position self, and sit; operate a computer and other office equipment; obtain objects at arm's length distance; and transport up to 30 lbs.

The employee is required to perform under circumstances of emotional stress, such as, but not limited to, stress from work deadlines, employee and parent complaints, noise, distractions, work complexity, competing priorities, and understaffing.

WORK HOURS AND TRAVEL

This is a full-time position. Days and hours of work will generally be Monday – Friday, 8 a.m. – 5 p.m. with occasional overtime on evenings or weekends if requested by leadership. No travel is expected for this position.

EDUCATION AND EXPERIENCE

Required experience includes graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping. Additional eligibility qualifications include three to five years of increasingly responsible related experience, or any equivalent combination of related education and experience.

EEO/AAP

It is the policy and intent of St. Martin's Episcopal Church to provide equal opportunity and employment in its practices.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURES

This job description has been approved by all levels of management:

Manager_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____