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| Job Title: | Faith Students Assistant |
| Reports to: | Faith Students Director |
| Classification: | Non-Exempt |
| Status: | Regular/Part-Time Employee |

SUMMARY

The Faith Students Assistant position provides administrative support for Student Ministries.

ESSENTIAL FUNCTIONS

- Provides administrative support for Student Ministries
- Utilizes, maintains, and updates volunteer and student information on database (PCO)
- Coordinates and organizes Student Ministries ministry trips, events, and retreats
- Collects and tracks money for Student Ministries ministry trips, events, and retreats
- Maintains and updates Student Ministries calendars
- Oversees the Café, including ordering, maintaining, and storing inventory
- Prepares check requests and monthly credit card reconciliations
- Performs other administrative support as needed

REQUIREMENTS, SKILLS, AND EXPERIENCE

Spiritual

- Mature and growing relationship with Jesus Christ
- Lives an exemplary life based on clear Biblical principles
- Supports Faith Church Core Beliefs, Core Values, and Purpose Statement

Personal

- Values team unity
- Approachable, teachable, personable, flexible, and resourceful
- Self-motivated and well-ordered in personal life
- Empathetic and exhibits the fruit of the Holy Spirit
- Represents Jesus Christ and Faith Church in a positive, friendly, and winsome way

Professional

- High School diploma or equivalent
- Demonstrated administrative experience
- Proficient in the use of Microsoft Office or Apple iWorks (Pages, Numbers, etc.), Outlook, and aptitude to learn other software applications
- Ability to manage multiple priorities and to keep workflows moving across several ministry areas
- Detailed, organized, and systematic in working
- Ability to develop and maintain good working relationships at all levels of the organization, including ministry volunteers
- Excellent communication skills, especially with students, volunteers, and parents

TIME COMMITMENT

12 hours per week (flexible)

SUPERVISORY RESPONSIBILITY

No direct reports

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to sit, stand, walk, and bend.

WORK ENVIRONMENT

This position operates in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and printers.

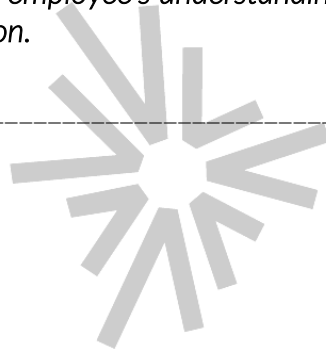
OTHER DUTIES

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.

SIGNATURE

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

Employee_____ Date_____



faith church