

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

SUMMARY

The Faith Students Temporary Assistant position provides administrative support for Faith Students Ministry.

ESSENTIAL FUNCTIONS

- Provides administrative support for Faith Students
- Supports Faith Students Guest Services Check-In on Sunday mornings and Wednesday nights
- Prepares, orders, coordinates, sets up, and serves food for Faith Students (e.g., High School lunch)
- Orders, maintains, and stocks inventory for *The Cafe*
- Assists in preparations for events, retreats, and ministry trips as needed
- Attends Faith Students team meetings and one-on-one meetings with Faith Students Director
- Performs other relevant 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

15 hours per week; including evenings and weekends
Expected term: September 2026 – February 2027

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 a multipurpose room and an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and printers.

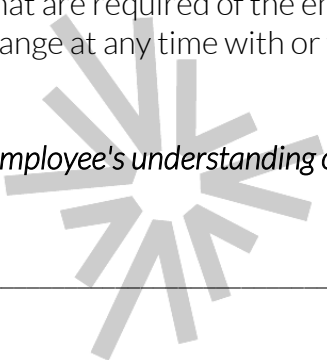
OTHER DUTIES

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