Job Description/Duties and Responsibilities Overview

Position: **Administrative Assistant, Youth Ministry**

*Reviewed and Revised by SPR July 2018*

**Status**: Part-time, average of 10 hours per week, flexible, non-exempt.

**Hours**: Flexible but primarily Sunday and Wednesday.

**Position reports to**: Youth Minister, Executive Director

**Direct Reports:** N/A

***It is expected that all employees will be professing Christians who support the vision of Fairview Church. It is also expected that each employee will fully recognize and uphold the right of all church members to expect absolute confidentiality as this regards any information the employee may obtain concerning the interaction between the church and any individual in their financial and personal lives.***

**Job description:** To support and partner with Director of the Youth Ministry in providing leadership and vision by supporting a relevant, Christian program within the context of the mission set by Church leadership, and in response to progress and innovation in the stages of pre-teen and teenage development.   Provide technical support and encouragement to the Ministry's volunteer and intern staff members.  Promote a loving, nurturing and inclusive Christian community. Work with Director to ensure that teenagers and pre-teens entrusted to Fairview through this ministry will be part of a dynamic, engaging program in a loving, caring and positive Christian environment.

**Overview of Duties/Responsibilities:**

* Assist with the organization of events and trips, and coordinate for placement on Church calendar. Includes select and prepare relevant curriculum; arrange accommodations, meals/snacks, and transportation; collect funds, insurance information and health forms and releases as applicable; recruit, train and delegate responsibilities for chaperone/volunteer leaders.
* Track attendance for youth in all activities. Follow up with absentees.
* Provide Youth Minister, Sunday school and small group leaders with technology as needed.
* Design and disseminate communication for the Ministry (E-Link, weekly Newsletter, Facebook, Texts, Twitter, etc.).
* Create, design and print brochures, t-shirts and other promotional material for the department.
* Meet with Director regularly to plan a six-month advance schedule for the Youth Program and coordinate with church calendar.
* Provide regular, ongoing communication with Youth participants (glad you were here, sickness, award recognition, etc.)
* Support Director as required.

**Knowledge/Skill/Experience Required:**

* Must be at least 23 years old.
* A love of youth and a commitment to help them grow in their Christian walk.
* Prior experience working with youth and their families.
* Computer skills and proficiency with training in computer programs.
* Administrative experience preferred.