

## JOB DESCRIPTION

<b>Position Title</b>	<b>Young Adult Administrative Assistant</b>
<b>Position Reports to:</b>	<b>Pastor of Young Adult Ministries</b>
<b>Department:</b>	<b>Young Adult Ministries</b>
<b>Schedule (may vary)</b>	<b>Non-exempt, Part Time (15 hours a week)</b>

### General Description

- The Administrative Assistant to the Pastor of Young Adult Ministries has the responsibility for setting up and tracking events, telephone contact with young adults and other staff on behalf of the ministry, preparing and maintaining accurate records, creation of Power Point slides and other duties as assigned as well as work within the vision of North Coast Calvary Chapel.

### Specific Duties and Responsibilities

- Adding records and using young adult database
- Word processing/desktop publishing text and correspondence
- Bookkeeping to track events including check requests
- Setting up events that require room reservations, setups, transportation, housing, meals, etc.
- Telephone/Email contact with young adults and other staff on behalf of the ministry
- Occasionally attending events as requested by Young Adults Pastor
- Photocopying & mailings
- Handling and reconciling petty cash.
- Other duties as assigned
- Weekly meetings with Pastor of Young Adults for assignments, communications, concerns, exchange of information, etc.
- Interact daily with students, NCCC staff, leaders and parents as well as outside vendors such as bus companies, etc.
- Attend weekly support staff meetings in the office
- Maintain confidentiality of sensitive matters concerning members of NCCC. Tact and diplomacy are required to deal with sensitive issues.
- Perform multiple technical tasks with changing priorities.

### Knowledge Skills Required for the Job

- Knowledge of Macintosh computers and software:
  - Microsoft: Excel, Word, PowerPoint
  - Mac software: Mail, AddressBook, iCal, iCloud, etc
  - Database – Filemaker Pro or similar (experience preferred)
  - Internet
  - Desktop Publishing
  - Web maintenance and design
  - Social Media capable (Twitter, Instagram, Facebook)
- Ability to plan and accomplish goals and objectives in a timely manner

- Self-motivated, good planning ability and able to track multiple events and deadlines
- Highly organized, detail oriented
- Proficient with office machines: copier/printer, fax, phone, etc.
- Familiar with standard office procedures
- Intermediate level computer skills to use the iMac including Word, Desktop Publishing, internet abilities, scanner, electronic calendar, Photoshop, etc.
- Excellent grammar and proper use of the English language
- Basic math skills for event record keeping and use of calculator
- Must be able to multi task and be flexible when working with the ministry
- Must be proactive in completing responsibilities

### **Minimum Requirements**

- High school education
- Two or more years recent office experience
- Ability to work with others in a team environment
- A valid driver's license and a car in good working condition

### **Desirable Qualifications**

- ServiceU - for room reservations & event registrations
- Constant Contact for e-newsletters
- Comfortable and capable of overseeing our Social Media portals and marketing

### **Personal Relations**

- Team player, ability to interact with staff, ministry members, parents and volunteers
- Ability to keep church and personal information confidential

### **Work Environment**

- Work is in an office setting (cubicles and meeting rooms)

### **Physical Requirements**

- Sitting - at a desk (regularly)
- Walking (frequently)
- Stairs (occasionally)
- Standing (occasionally)
- Typing - computer keyboard
- Telephone - receive and dial calls
- Speaking (regularly)
- Hearing (regularly)
- Seeing (with correction) close & distance (regularly)
- Lifting (up to 20 pounds)