



NEXT GEN MINISTRIES ADMINISTRATIVE ASSISTANT Job Description

OBJECTIVE

The Next Gen Ministries Administrative Assistant will resource the cultivation of a disciple making environment for kids birth through 12th grade by coming alongside the team leaders to provide administration, initiative and coordination.

SCOPE

- Full-Time // Non-Exempt (40 hours per week)
- Ministry Staff // Next Gen Ministries // Reports to Next Gen Ministries Pastor

RESPONSIBILITIES

NHC Staff

- Be a champion of NHC's vision, leadership and ministries
- Work collaboratively with other NHC ministry leaders to cultivate partnership and effectiveness
- Participate and invest in NHC staff community
- Embrace any additional opportunities as assigned to contribute to NHC's ministry impact

Next Gen Ministries

- Model a Christ-like attitude through committed work ethic, care for kids and support to families
- Provide general administrative support for the Next Gen Ministries Pastor and entire team
- Work with the Kids and Student Ministries teams to implement cohesive vision and strategies
- Facilitate ministry logistics including calendar, website, facilities and promotions
- Administrate Kids and Student Ministries budgets to maximize ministry impact
- Come alongside team leaders to help recruit, train and shepherd volunteers
- Oversee registration, attendance and database of families
- Coordinate retreats, mission trips and conferences that help kids grow together in Christ
- Champion and support NHC programming for kids and students
- Give joint oversight to Kids and Student Ministries policies, protocols and processes
- Assist in providing resources and support to families through intentional relationships and training opportunities

PROFILE OF PREFERENCE

- Growing relationship with Jesus and alignment with NHC's Statement of Faith
- Committed to NHC as a local church and eligible for church membership
- Genuine love for students and ability to relate to families
- Strong administrative, organizational and communication skills
- Resourcefulness and initiative
- Collaborative attitude and relational savvy