



## Job Title

Student Ministry Administrative Coordinator

## Job Relationships

Supervised By: Director of Student Ministry

## Position Summary

Every team needs a highly responsible person who is good at recognizing and handling details and logistics. This role is what will allow a vision to come into its full potential. The Administrative Coordinator will assist the Director of Student Ministry to fulfill the purpose of our ministry to students. Use organizational and administrative abilities to support the Student Ministry staff, events, and families. The Administrative Coordinator oversees the needs of the office, ministry and event logistics, as well as communications projects. While overseeing their own areas, the Administrative Coordinator also functions as a member of the Student Ministry team and collaborates on weekly ministries offerings and special events.

## Responsibilities

Ministry and Event Logistics: Details and logistics are the nuts and bolts that hold everything together. The Administrative Coordinator serves the team by handling the logistics of ministry and events. They will create registrations and then reserve rooms, vehicles, and venues for event needs. They will also keep track of budgets and finances, background checks, and manage our church database. Food and food service volunteers will be organized and overseen by this position.

Communications: Websites, ministry emails, and event graphics are highly important because they are often the first point of contact the church has with the community and the congregation. The Administrative Coordinator will work with the Creative Communications team to collaborate on design projects as well as manage the [weareasbury.com/students](http://weareasbury.com/students) pages. They will also send bi-monthly emails to the parents to keep them up to date on ministry happenings.

Office Oversight: The Administrative Coordinator will ensure that the Student Ministry staff, offices, and facility have everything needed to enable the team to function most effectively. This position will oversee ordering office supplies, facility supplies, and technology and repair requests. In order to keep our time in line with church-wide policies and procedures, they will also attend monthly admin meetings. This meeting also functions as a second group for community and camaraderie.

## Qualifications

### Education and Experience

- A high school diploma
- Administrative experience
- Skilled computer use including excel, word, e-mail, power-point

### Knowledge, Skills, and Abilities:

- Have a growing love relationship with Jesus
- Have a hunger & heart for students and the Student Ministry at Asbury
- Ability to communicate with adult leaders, parents, and students
- Team approach to Student Ministry

## Classifications

Regular Part-time Position  
Hourly Non-Exempt (25 hours/wk)  
Limited Benefits