

Administrative Assistant – Student Ministry

Glorify God by using the gift of administration to assist in planning and organizing Student Ministry day-to-day operations and special events. Provide grace-filled, proactive communications with the body and those interacting with the Student Ministry to promote the ministry efforts. Provide excellent administrative support to the Student Ministry Directors.

Job Profile:

1. **Full time:** This position is full time, 38-40 hours a week, with benefits. Core office hours are Monday through Friday, 9-4pm at the Florence Campus, though this position will require being present most Sunday evenings and occasionally other evenings and weekends outside the normal office hours. The assistant should do their best to balance their work hours accordingly.

2. **Student Ministry Administrative Assistant:** This person will serve as the administrative assistant for the Florence Campus High School and Middle School Student Ministries. They should be ministry-minded, having a passion for God's Word and its transforming power in the lives of students. Current or prior involvement with Student Ministry is a plus. This person will be responsible for the administrative side of the day-to-day operations of the ministries and special events, as well as serve as administrative assistant to the Student Ministry Directors. We are looking for a self-starter with the ability to prioritize and execute tasks. This position requires high-level communication and computer skills, including social media, website maintenance, and the ability to learn how to operate our database and other software. Initiative and consistent follow through are essential.
 - a. **Student Ministry Support:** This person will function as the front line of communication for the Student Ministries. This includes weekly communications with ministry leaders, coordinating with the Fort Thomas Campus Assistant on church wide events, handling all social media, addressing incoming calls and emails relating to the Student Ministries, and updating website content. They will be responsible for preparing for and assisting with weekly Sunday evening activities at the Florence Campus and maintaining up-to-date and accurate information in our internal database. They will communicate with the Student Ministry Directors on additional needs of the ministry, maintain an up-to-date project list, and complete tasks in a timely manner.

Competency:

1. Prior administrative experience a must and college degree preferred.
2. Must be personable and enthusiastic for the mission and vision of Grace Fellowship Church. Must be a GFC member (or pursuing membership) and in full agreement with ministry leadership and future direction of GFC.
3. Must have highly proficient skills with Microsoft Word, PowerPoint, Pages, Excel, tools and general computer skills. Must be able to learn new software including our internal database system.
4. Must have excellent communication skills, attention to detail, and follow through. Must demonstrate proficiency and timeliness in planning, organizing, and executing projects, events, and day-to-day tasks.
5. Must be able to assess job tasks that need to be done as a self-starter, i.e. must be able to define the work that needs to be done and complete it without close supervision.

Character:

1. Demonstrate the fruit of the Spirit identified in Gal 5:22-23: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
2. When working with others you would be known as a peacemaker (Matt 5:9).
3. Do all work abiding in Christ (John 15:5). Remember that all our guidance, provision, capability and strength come from Christ.
4. Humility (Phil 2:1-4), consider others more important.

Wages, Benefits, and Miscellaneous

1. Will be compensated in accordance with responsibilities and experience.
2. Will receive full-time benefits including paid holidays, paid vacation and discretionary days, medical and dental insurance, HSA contribution, long term and short term disability, retirement contributions, life insurance, etc.
3. This position reports to the High School Ministry Director, Middle School Ministry Director, and Office Manager.

If you have the gift of administration and share an excitement for this vibrant ministry, email your resume and references to rachelboone@graceky.org to apply.