



ADMINISTRATIVE ASSISTANT - JOB DESCRIPTION

Position Leader: NextGen Pastor

Position Summary: Execute communication, volunteer management, and other business administrative tasks. Additionally, function as an executive assistant to the NextGen Pastor.

Approx. Time per Week: 20-25 hours, Monday-Friday (mornings or afternoons)

Primary Responsibilities:

1. Communication:

- Manage incoming emails/questions from NextGen Parents
- Manage FellowshipOne Contacts
- Printing all Sunday and Wednesday curriculum materials
- Manage outgoing mail: new families, new babies, kids and students recently baptized

2. Volunteer Management:

- Serve as the port of entry for new volunteers

3. Executive Assistant:

- Function as an executive assistant to the NextGen Pastor
- Assist in coordinating NextGen Events - work with all departments and campuses
- Help to coordinate KidMin Small Groups
- Support of department as needed

4. Other duties as assigned.

Character Expectations:

- Growing relationship with the Lord.
- Strong communication skills
- Work as a team player
- Strong work ethic and positive attitude
- Diligent, disciplined, and organized
- Encouraging to other staff and volunteers

Qualifications:

- Comfortable with Microsoft Office & Google Drive
- Strong Communication Skills- both written and verbal
- Ability to prioritize, meet deadlines and work independently
- Great attention to detail in composing, typing, and proofing materials