

## **Job Title: Administrative Assistant to Youth Pastor**

**Location:** Grace Assembly of God

**Job Overview:** We are seeking a highly organized and proactive Administrative Assistant to support the Youth Pastor and Grace Students Ministry. This position involves various administrative tasks, communication, event planning, and student engagement. The ideal candidate will be detail-oriented, tech-savvy, and passionate about youth ministry.

### **Key Responsibilities:**

- **Group Engagement & Support:** Assist in tracking attendance and follow-up with students who miss events or meetings. Help promote and organize small groups and other student-led activities.
- **Communication:** Manage email communications, parent updates, and event information. Assist with social media posts, event promotions, and coordinate messaging across all platforms. Use digital tools to send reminders, updates, and other information to students and families.
- **Event Planning & Registrations:** Assist with the planning and coordination of youth events such as camps, mission trips, and retreats. Help manage event registrations, track payments, and handle logistical details.
- **Stewardship & Giving:** Track and promote giving initiatives and fundraising campaigns for ministry projects. Help organize and promote special events to encourage student participation.
- **Guest & Outreach Support:** Assist with welcoming new students and follow up with guests. Help create outreach opportunities and organize special invite events.
- **General Administrative Support:** Provide organizational support, manage supplies, assist with event setup and teardown, and maintain a clean and organized work environment.

### **Skills & Qualifications:**

- Strong organizational and communication skills.
- Proficient in Microsoft Office and social media platforms.
- Experience with digital tools for communication (e.g., email marketing, texting services.)
- Ability to manage multiple tasks and prioritize effectively.
- A heart for youth ministry and growth of students.
- Detail-oriented, with strong problem-solving skills.
- Ability to work independently and collaborate with a team.

### **Preferred Qualifications:**

- Experience in a church or youth ministry setting.
- Basic design skills (e.g., using Canva) for event promotions.
- Familiarity with event registration tools or similar platforms.

**Work Environment:** This is a dynamic role that involves a mix of office work and event-based tasks. Flexibility in hours may be required to support events and activities outside of regular office hours.