

Position Title: Middle School Ministry Assistant
Position Type: Full Time / Salaried / Exempt
Ministry: Middle School Ministry
Reports To: Student Ministry Pastor



Purpose of Role: To support the mission of Journey Church through excellent and effective administrative support services, skills and assistance, streamlining all facets of our Middle School Ministry.

Primary Tasks:

- Support all ministry administrative support needs of the Middle School team
- Equips, resources and supports Middle School Serve team members
- Communicates effectively as a primary point of contact for the Middle School Ministry
- Contributes to a healthy ministry team culture
- Collaborates with other church ministry teams when requested or assigned

Specific Duties:

- Assists Middle School team in managing all aspects of the church database needs
- Assists in the oversight of the Middle School calendar of events and coordination between with the all-church ministry calendars
- Communicates effectively with people seeking information about Middle School Ministry
- Coordinates and manages all events for Middle School Ministry, Mid-Week, Middle School Events, Middle School Bible Study (*ex: camps, weekly new student forms, etc*)
- Assists all serve team members, paid-staff & ministry residents as requested
- Attends Church All Staff meetings (monthly) and other meetings as requested
- Communicates, collaborates and steps in to help with other staff regarding all Ministry/Church activities, special Sundays and holidays or when requested
- Prays regularly for the church and its people, and models spiritual vitality and accountability
- All other duties as requested or assigned

Education & Experience Requested:

- Proven track record of effective time management
- Comfortable and friendly demeanor when contacting people (over the phone and in-person), Excellent verbal and interpersonal skills
- Experience in problem-solving
- Strong organizational skills. Ability to handle multiple projects effectively
- Proficiency in Word, Excel, Mac OS, Google Docs, Mac Pages & Numbers and the ability to learn and use the church database software

Possess and exhibit the following Core Values:

- Love for God and Love for People
- Work ethic that is excellent, protective and frugal with time and money
- Attitude of a servant, enjoyable to be with and devoted to the call of God and the church
- Supports the mission of Journey Church by being an active member of the Journey community

Signatures - This job description has been approved by:

Employee: _____

Date: _____

Manager: _____

Date: _____