



POSITION FOCUS DESCRIPTION

Title: Youth Administrative Assistant
Department: Family Ministries
Reports to: Youth Pastors
Term: Permanent, Part Time (Approximately 20 hours per week)

Overall Position Description

The Youth Administrative Assistant will be an integral member of the youth ministry team. They will provide assistance and administrative support for the entire youth ministry. This administrative support will include communications, organization, record keeping and other duties assigned by their supervisor.

Main Qualifications

- Have a strong, personal and growing walk with the Lord
- Has a heart for student ministry and their parents
- Proven ability to take initiative
- Highly organized and has ability to communicate well
- Understands the benefits of working as a team and engages as a team player

Key Focus: Member of OBC Youth Ministry team

Be a core participant of the team setting the direction and executing the strategy that helps students passionately follow Jesus

- Be a member of Olathe Bible Church
- Be the key member of the youth ministry team that specializes administration of youth ministry
- Actively attend Olathe Bible Church main service
- Attend youth and family ministry meetings as assigned by supervisor
- Be an active member of Olathe Bible Church staff by participating in staff gatherings

Key Focus: Youth Ministry Administration

Take responsibility for administrative needs of youth ministry

- Help produce and execute a communication plan for the youth ministry
- Work with the Olathe Bible Church Communication Minister to comply with communication standards and plans
- Help youth ministry team in the follow up of new students
- Help with attendance tracking and database upkeep for youth
- Help produce and publish youth related printed materials
- Help youth team manage logistics for events and projects.
- Be the "first contact" for parents and others with questions about the youth department
- Help with main office duties (answering phones) when needed
- Adhere to the approved budget for youth ministry.

Minimum Qualifications:

- Working knowledge of standard office equipment, procedures, and practices
- Proficiency with Microsoft Office Suite, email, and internet usage
- Ability to learn to use Fellowship One, ServiceU, Robly and other software
- Ability to work under pressure in order to meet deadlines
- Good communication and conflict resolution skills
- Maintain a positive and uplifting demeanor
- Work independently in the absence of direct supervision
- High flexibility regarding work hours, tasks, supervisory styles and assignments
- Willingness to become a member of Olathe Bible and regularly attend services
- Ability to lift and carry up to 30 lbs