

# **RIVERSIDE CHURCH**

## ***Job Description***

**Job Title:** Riverside Students (RS) Administrative Assistant  
**Leadership:** Administration  
**Classification:** Part time (25+ hours)  
**Reports to:** Student Ministry (RS) Pastor  
**Effective Date:** 03/29/2023

### **PURPOSE:**

A proactive, motivated leader who helps create and maintain systems/teams that support the RS team and advance the mission of Riverside Students and Riverside Church.

### **ESSENTIAL FUNCTIONS OF THE JOB**

- Primary: Administrative Assistant to RS Pastor
  - Listens for and identifies opportunities to provide assistance in daily workflow, meetings and RS events.
  - Executes departmental tasks in areas such as communications, fundraising, facility use, and other areas where pastoral support is needed.
  - Serves with, or as a representative of, RS Pastor based on the situation (i.e., a timely student issue, a chat with a family, local errands).
  - Works with Pastor to recruit, train, and develop volunteers, providing insight about the leader's lives where appropriate.
  - Special projects, activities, or other duties as assigned.
- Secondary: Administrator to Student Ministry
  - Creates and maintains systems which serve the needs of the ministry and reports data in a timely manner.
    - Provides next day follow up on ministry nights/events.
    - Manages or oversees RS admin needs at events/trips.
    - Updates communication groups bi-weekly/monthly (i.e., parent emails, leader emails, GroupMe, etc).
    - Tracks/reports data, attendance, and any incidents.
    - Develops and implements calendar/paperwork/mailers and social media posts for events.
    - Provides accurate bookkeeping for accounting reconciliation.
  - Actively participates in scheduling events and equipping them for success.
  - Communicates vision to develop teams/volunteers for regular and seasonal ministry needs.
  - Provides multi-site support and vision.
  - Engages in Wednesday night roles which strengthen RS and other ministries within Riverside Church.
  - Actively supports and champions RS, internally and externally, as a key representative of the team.

### **ESSENTIAL ASPECTS OF THE PERSON:**

- Genuine Jesus-follower – as displayed in character, practice, and spirit.
- Models an outward-focused faith and is taking next steps of growth.
- Fully embraces Riverside's mission, vision, and values, and helps support initiatives, events and teams which further that mission.
- Possesses a willing, joyful spirit for requested assignments and the capacity to carry them out with detailed excellence.
- Watches for blind spots and shares them appropriately and gracefully.
- Supports and promotes the team and its leadership.
- Uses appropriate judgment in the areas of discretion, sensitivity, and confidentiality.
- Willingness to develop healthy and motivating relationships with supervisors, co-workers and volunteers.
- Ability to work well under pressure, grow through redirection, and maintain a professional demeanor with a servant's heart and "can do" attitude in a fast-paced work environment

### **EXPECTED TEAM BUILDING/PERSONAL OPPORTUNITIES:**

- Collaborate with your supervisor on designing a consistent schedule your team can rely on.
- Investments through team devotions, seminars, and possible conferences.
- Seasonal get-togethers to celebrate each other and the ministry.
- Opportunity to be part of a team willing to grow together, pray together, connect, and speak life into each other.
- Ability to add new competencies, interests, or responsibilities to the role as determined by emerging ministry needs and with supervisor approval, as this is a key role on the RS team.

### **EDUCATION, SKILLS, ABILITIES, SPIRITUAL GIFTS:**

- Working competency of Microsoft Office, and basic computer skills.
- Effective communication skills (written, verbal and interpersonal).
- Excellent organizational skills and attention to detail, including scheduling, development, and implementation of administrative policies and procedures for the RS team.
- Spiritual gifts including administration, encouragement, leadership, discernment, and service/helps.
- Knowledge of Church Community Builder, Excel, and/or Adobe Suite is helpful.

### **RELATIONSHIPS:**

- Reports to the RS Pastor
- Works as part of RS ministry team under the direction of the RS Pastor
- Works effectively with other staff and volunteers

Approved by \_\_\_\_\_ Date \_\_\_\_\_