

Job Description
Administrative Assistant & Event Coordinator
412 Youth Ministry, Viera Campus

Reports to: Senior High Youth Pastor
FLSA Status: Non-Exempt (Hourly)
Hours: 20 hours (part-time)
Campus: Viera

This position provides administrative support to Viera Youth Pastor and to the various ministries and areas under his oversight. (...serve one another humbly in love. Galatians 5:13)

Job Requirements:

Administrative Support:

- Schedule and maintain:
 - Appointments
 - Meeting schedule
 - Email
 - Calls concerning 412
 - 412 spreadsheets (Student info & sign ups, and expense reports)
- Interface with and oversee volunteers
- Order supplies necessary for youth ministry
- Maintain the official Youth Ministry calendar
- Create or work with the proper departments to ensure all sign-up sheets, registrations, name tags, bulletin announcements, documentation for training manuals, procedures, and other documents for Bible studies, retreats, conferences and special events are available
- Other duties as assigned by Supervisor

Communications Support:

- Oversight of all communication:
 - Parents
 - Students
 - Interdepartmental
 - Between all campuses
- Ministry Platform:
 - Add new students and keep student information current
 - Keep volunteer information current
- Oversee the youth ministry table in the commons
 - Keep table manned with volunteers
 - Keep information current and neat
- Ensure all leaders are equipped with the necessary items to complete their role including:
 - THIRSTY manuals
 - New student cards
 - Information cards
 - Supplies needed for games
 - Stamps and envelopes
 - Birthday cards
- Work with Digital Content department to keep current 412 information on CCM's website and all social media

Events:

- Assist and coordinate for events/activities/mission trips (*Therefore encourage one another and build each other up, just as in fact you are doing. 1 Thessalonians 5:11*)
 - Budget, Travel, Lodging, Food and Registration
 - Work with HR for clearance and insurance coverage
 - Assist as needed at various events
 - Complete graphic request form for event graphics needed including designs flyers, posters, bulletin graphics and other various forms of ministry communications for events, activities and functions
 - Complete Woofoo forms for events and travel
 - Process paperwork and donations for mission's trips
 - Communication to parents/registered students pertaining to events
 - Responsible for credit card receipts, purchasing requests, and other items/forms with regard to finance & church policy
 - Coordinate mission trip fundraising events
 - Input event information into Ministry Platform
 - Oversee event payments online, in-person and at Watermark Christian Store
- Schedule, communicate and attend all 412 adult Leadership meetings
- Coordinate THIRSTY discipleship meetings/communicate with leaders/students
- Assist with all social night events with Jr./Sr. high (Every 6 weeks)

Required Skills:

- Excellent interpersonal, verbal and written communications skills (*And whatsoever you do, do it heartily, as to the Lord, and not unto men. Colossians 3:23*)
- Working knowledge in the Microsoft Office Suite including Outlook & Excel
- Excellent phone communication skills
- Efficiently complete a high volume of work daily and ability to adapt to change
- Good judgment exercising discernment in decision making

Other Qualifications:

- Consistent attendance at Calvary Chapel as your home church and consider Pastor Mark your senior pastor
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)
- Mature, ongoing relationship with Christ and regularly attend church service (*Let us not give up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching. Hebrews 10:25*)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves... Philippians 2:3*)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Ability to set boundaries to limit non-work-related communication
- Ability to stay within the parameters of the job description when on the clock
- Ability to maintain confidentiality of information (*Those who guard their mouths and their tongues keep themselves from calamity. Proverbs 21:23*)

- Flexibility and ability to work with volunteers and people on staff (*Two are better than one; because they have a good reward for their labor. Ecclesiastes 4:9*)
- Organized, ongoing learner
- Self-starting – can work with little supervision or direction (*We are sure that we have a clear conscience and desire to live honorably in every way. Hebrews 13:18*)

Mission Statement

WIN a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

DISCIPLE a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

- To think like Jesus thought..... Mind of Christ
- To minister like Jesus did..... Works or Ministry of Christ
- To be like Jesus..... Character of Christ

"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

SEND a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

CORE COMMITMENTS

If you have made a decision to follow Christ, then the 5 C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

COMMIT

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

CELEBRATE

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

CONNECT

To others in personal vibrant relationships.

COMMUNICATE

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

CONTRIBUTE

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.