



Christ Journey Church is looking for a CJ Student Administrative Assistant. If you are interested, please submit a cover letter and resume to Career@ChristJourney.org.

Job Description

Job Title: Student Ministry Administrative Assistant (PT)

Position Role: Supports Student Ministry by implementing and sustaining effective operational processes and provides excellent customer service to students, parents, visitors, team members and volunteers

Leader: Pastor of CJ Students

Leads: CJ Students Host Teams

Spiritual Gifts: Administration, Helps, Hospitality, Serving

Core Competencies: Customer Service, Problem Solving, Scheduling, Budgeting, Data Entry, Event Planning, Office Computer Skills

Spiritual Attributes: Christ-Centered Living as demonstrated by full participation in a local church

Intended Outcomes:

- Manages student, parent and leader involvement effectively through operating systems
- Supports all CJ Student Ministry environments
- Develops and deploys Host Team volunteers in all CJ Student Ministry environments
- Embraces hybrid church (physical and/or digital) strategies towards maximum ministry impact while modeling effective cross-team collaboration and integration where needed

Tasks and Responsibilities:

- Works with the CJ Students Team to plan and determine operational needs for ministry environments and events (i.e., calendar, facilities, set-up, registration, food)
- Serves as liaison with Communications, IT and Maintenance for CJ Students
- Recruits and develops Host Team volunteers (Check-In, Greeters, Food) for CJ Student environments and events
- Manages safety and attendance procedures in all CJ Student environments
- Collaborates with Family Ministry Assistant Director to track and maintain CJ Students' budget
- Takes minutes and makes assignments in all CJ Student Ministry meetings
- Sends out all communications from CJ Students to parents and/or students
- Maintains adequate stock of items for ministry office and environments
- Responds to all phone calls, emails and messages within 24 hours
- Manages CJ Students social media channels
- Develops authentic relationships with other team members for mutual ministry and personal support
- Other tasks as assigned

Education required:

AA in Business Administration or Communications or related field is a plus

Experience required:

Must have at least 2 years of office administrative work, including budget and data management

A combination of education and experience will be considered

Bi-lingual is a plus

Computer Literacy: Mac Platform, Microsoft Office, Data Management, Google Suite, Zoom, RightNow Media, and other digital platforms as needed

Note: All Ministry Service positions must be screened to demonstrate abilities.