



JOB DESCRIPTION | YOUNG ADULT ADMINISTRATOR

MINISTRY PURPOSE: The ministry role of the Administrator is to aid in the fulfillment of the vision of Wayside Chapel by providing administrative support to the respective ministries.

ORGANIZATIONAL SUPERVISOR: Senior Director

MINISTRY SUPERVISOR(S): Young Adult Director

JOB CLASSIFICATION: Clerical, Hourly, Part-time (10-15 hours), Non-Exempt

QUALIFICATIONS:

- A personal relationship with and love for the Lord that is growing and a desire to see others have this relationship.
- Agreement with and commitment to the Statement of Belief of Wayside Chapel.
- Demonstrates a standard of personal interaction and conduct as stated in the Wayside Chapel Personnel Policy Handbook.
- Commitment to moral purity and, if married, to a healthy relationship with spouse and family.
- Personal maturity, spiritual gifts, and breadth of experience to serve in an administrative and shepherding role; and a willingness to learn and the flexibility and self-motivation to acquire new skills as needed.
- Ministry experience in a medium-to-large sized church with demonstrated leadership, organizational, and administrative abilities.
- Bachelor's degree and formal ministry training preferred.
- A caring attitude and the ability to be considerate of others, while at the same time being dependable in meeting deadlines, remembering important details, and routinely completing assigned tasks.
- Able to take direction, problem solve, and work with a team to execute strategic goals and processes for the ministry.

ESSENTIAL FUNCTIONS

- Regularly participates in all required staff meetings, obligations, and functions.
- Routinely communicates and works in cooperation with staff, ministry leaders, volunteers, and congregants.
- Demonstrates proficiency in Microsoft Office (Word, Excel, PowerPoint, & Outlook) and the ability to learn the church ministry management software.
- Multitasks and plans workflows to meet deadlines.
- Problem-solves and provides input where needed.
- Proactively assesses tasks and processes to facilitate ministry events and goals.
- Knowledge of Wayside ministries and staff.
- Excellent interpersonal communication and organizational skills, and the ability to demonstrate flexibility as needed.
- Enters and edits ministry events/activities in facility scheduling software.
- Compiles current and accurate information for the website and regularly checks the accuracy of ministry information on the website.
- Submits texts and graphics for various ministry publications.
- Creates and manages ministry groups/events/activity registration forms in database management software.
- Updates individual and family information and develops and processes reports as needed in database management software.
- Organizes the ministry through filing, making appointments, scheduling ministry events with third-parties and on the church calendar, providing financial and budgeting support, and through other proactive recommendations.
- Schedule flexibility to work weekends and evenings to attend retreats, events, mission trips, and leadership meetings as needed for the ministries.
- Other duties as assigned.

YOUNG ADULT MINISTRY

- Participates in the interview process for female Life Group leaders and provides a female staff presence for one-on-one meetings with female young adults.
- Serves as the administrative lead for all events, Bible studies, and retreats for Young Adults, including creating rosters, name tags, room reservations, check-in/out systems, making food and supply purchases, and interacting with third-parties providing equipment and support.
- Regularly attends Tuesday night House Nights and provides administrative and ministry support as needed.
- Collaborates with the Young Adult Director to develop the Young Adult Ministry social media presence.