



## Young Adult and Res Life School of Ministry MA/Admin

This is a full-time position working 40 hours per week. The days for this position are Monday through Friday, including evening hours for Monday and Thursday, requiring flexibility for events and services.

**About this role:** This role provides administrative and ministry support for the Res Life School of Ministry and Young Adult ministry.

### **This position will:**

#### **Amin Responsibilities:**

- Perform necessary administrative tasks for the department including room requests, catering orders, and Program/department orders.
- Facilitate weekly department meetings
- Manage Access and Res Life School of Ministry external communications (ie. website, email)
- Oversee set-up, tear-down, and supplies needed for services
- Assist in department budgeting, purchases, and reconciliations
- Manage student records and communication

#### **Ministry Responsibilities:**

- Be available for ministry support for Young Adult services, events, RSM classes and other functions.
- Provide one-on-one ministry and be prepared to emcee services.
- Plan and execute Access and RSM trips
- Assist the pastor with team leads
- Access volunteer management and communication

### **What you bring:**

#### **A: Qualifications**

- Advanced knowledge of Google Apps and Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.

#### **B: Characteristics**

- Must exhibit a personal and growing relationship with God, and a teachable spirit. Must be committed to continual learning and growth. Must agree and align with the mission, vision, and leadership of Res Life Church.
- Weekly service attendance is required.

#### **Physical Requirements:**

- May be required to stand for long periods of time.
- Must be prepared to lift 50 lbs.

*The above duties, activities, or responsibilities may be supplemented periodically.*