



JOB DESCRIPTION

<u>Date:</u>	6/5/2022
<u>Position/Title:</u>	Administrative Assistant – student::life
<u>Reports To:</u>	Ministry Director
<u>Employment Status:</u>	Full-Time – 30 hours/wk
<u>FLSA Status:</u>	Non-Exempt
<u>Hourly Requirements:</u>	Scheduled business hours & occasional evening or weekend events availability, scheduled twice monthly Sunday morning 9 am - noon
<u>Employment Relationship:</u>	Employment at Will

Position Summary:

Assists youth and young adult ministry leaders with administrative tasks that require attention to detail and creative skills, supporting the successful outcome of programs and events, and managing data and communications with students and parents. Secondly assists the Congregational Life Pastor with programming coordination.

Position Responsibilities:

1. Monitoring budgets and accounts to assist Directors with account management.
2. Communication management via website, email, text, mailings, including some editing of graphics to maintain good channels of communications with students and parents.
3. Database/information management as relates to student life and young adult ministries.
4. Event Coordination – many events happen after normal business hours and attendance is required at some.
5. Purchase order coordination.

Position Requirements:

• Fundamental Qualifications:

1. Confidentiality required
2. Ability to use the Internet and email required
3. Good interpersonal, relational, hospitality, and organizational skills required
4. Working knowledge of basic office equipment, MS Word, and Excel required
5. Self-motivated, proactive, and disciplined to follow through required
6. Ability to learn and become proficient in database required
7. Proofreading skills and basic graphic editing skills preferred
8. 10 key ability, preferred

- **Education:**
 1. High School Diploma required
 2. Associate degree helpful

- **Physical Demands & Negotiated Accommodations:**

<u>ACTIVITY</u>	<u>REQUIREMENT</u>
Sitting:	up to 8 hours daily
Standing:	Occasionally.
Walking:	Frequently.
Bending:	Occasionally.
Climbing:	N/A.
Reaching:	Occasionally.
Pushing/Pulling:	Occasionally.
Lifting:	Up to 25 lbs.
Carrying:	Up to 25 lbs.
Balancing:	N/A.
Rotation/Twisting:	Occasionally.
Hand/Wrist Motion:	Frequently.
Sight:	Continuous use of computer.
Hearing:	Continuous.
Speaking:	Continuous.
Environmental Conditions:	N/A.
Other Activities Essential to Job:	Movement of materials.

Position Expectations:

LWCC expects all employees to work in accordance with the standards set forth in the LWCC Staff Handbook, and LWCC retains the sole right to exercise all managerial functions set forth therein.