

JOB DESCRIPTION

BLACK ROCK CHURCH
3685 BLACK ROCK TURNPIKE
FAIRFIELD CT 06825
P:203-255-3401

Position Title:	Student Ministry Administrative Assistant
Department:	Student Ministry
Date:	September 2019
Supervisor:	Lead Director of Student Ministries
FT/PT	Part Time- 25 hrs
Position Status:	New

The Job:

This job helps hundreds of students put their faith in Christ and grow spiritually by making sure we know every student involved and what they are involved in and how to communicate to them and their family. This person is responsible for handling the administrative support and data management of the Student Ministry department and in conjunction with the greater needs of the church.

Skill Set:

Servant leader and experience in administration. The servant leader is a servant first. They desire to serve and are fundamentally characterized as having a servant's heart. They possess high levels of organizational skills. They actively participate in living out the vision, mission and values of Black Rock Student Ministry.

Who We're Looking For:

- A person who gets excited about helping as many students as possible find Jesus and grow in their faith.
- A detailed oriented person who can organize and manage data databases of students and their families.
- A person who is good with computers and can fully utilize Realm and other computer programs.
- A person with good communication skills who can interact with parents and students effectively.
- A servant leader and team player who can adapt to a growing ministry and work well with other teams within the church.
- Bachelors degree preferred
- A person who agrees with Black Rock Church's Statement of Faith and lives out our Lifestyle Statement.

The Work You'll Do:

Essential
Functions

Leadership

- Be able to lead other adults in accomplishing the administrative tasks within the student ministry

Administrative

- Will oversee the input into and management of REALM (church database) in regards to the student ministry at Black Rock Church- including but not limited to:
 - Create, maintain and keep up to date all Student and Parent Realm Groups for Fusion & Thrive.
 - Ensure accurate attendance is taken at all Student Ministry programming.
 - Create and maintain registration for all events and retreats.
 - Obtain and log all data necessary for Retreats, Missions Trips and Events - meaning all payment, forms and waivers.

- Ensure all Student Ministry volunteers have fulfilled necessary on-boarding processes
- Oversee assimilation and follow-up for new students and their families
 - Develop, implement and evaluate new student/family follow-up process using a Guest retention pathway.
- Communications
 - Maintain communications with larger church through the BRC website, brc.church, TV screens, and the bulletin
 - Coordinate regular Student Ministry representation on Black Rock social media.

Program Support

- Coordinate check-in procedures, guest follow-up, parent connections, and run reports based on program.
- Resource adult volunteers with all resources necessary for effective ministry during program.
- Help with setting up of check-in for program nights.

The Bigger Team You'll Join:

Black Rock Church is one of the largest churches in New England and has a dynamic 170 year history of helping people Love God, Love People and Serve Our World. We are located between New York City and Boston on the coast of Fairfield County Connecticut, one of the most influential regions in the world.

At Black Rock Church our vision is to inspire hope and ignite faith in every person we meet by connecting them to God through Jesus Christ.

Additional notes:

- Participate in whole staff meetings and retreats as available within schedule.

Disclaimers:

The above statements are intended to describe the general nature of this job and the level of work performed in this position. This position will be required to perform other job-related duties as requested/required by their Supervisor. Hours will also be flexible with special projects and as the Church grows, this position and its duties may change.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	