



Student Ministries Assistant

- **Position Summary:** The Student Ministries Assistant will provide administrative, organizational, & creative support to the Pastor of Student Ministries as they encourage the students of Heritage Baptist Church to participate in what God invites them to be and do for their joy in Jesus Christ.
- **Reports to:** Pastor of Student Ministries
- **Primary Responsibilities:**
 - Manage calendar/daily schedule on behalf of the Pastor of Student Ministries
 - Facilitate meetings on behalf of the Pastor of Student Ministries
 - Manage projects for Student Ministries
 - Assist in the development of vision, content, direction, and communication strategies for Student Ministries
 - Create content for Student Ministries (notes, research, presentations, social media, etc.)
 - Collaborate with other ministry areas regarding event planning & logistics
 - Communicate with & coordinate lay leaders/volunteers to execute weekly ministry activities
 - Manage communication channels (email, phone, social media, etc.) on behalf of the Pastor of Student Ministries
 - Track and complete all administrative tasks for Student Ministries
- **Secondary Responsibilities:**
 - None
- **Minimum Qualifications:**
 - A born again believer in Jesus Christ that is proven by a life of holiness and biblical priorities
 - Personal values and characteristics:
 - Demonstrates creativity, adaptability, flexibility, & initiative
 - Demonstrates discernment in anticipating the needs of their team
 - Demonstrates passion for the care & discipleship of students
 - Demonstrates warmth and hospitality, including professionalism in all communication
 - Demonstrates a sensitivity to & awareness of different life stages
 - Demonstrates a sense of ministry ownership
 - Demonstrates leadership qualities
 - Demonstrates a desire and drive to partner in ministry to effect a mission-aligned culture among the teens and Student Ministry volunteers of Heritage
 - Demonstrates a high level of responsibility, loyalty, & confidentiality
 - Models a lifestyle of community/togetherness
 - Models collaboration across teams, genders, generations, & ethnicities
 - Models vulnerability & humility
 - Models a lifestyle in alignment with mission

- Education:
 - Associate's degree
- Prior experience:
 - High level of organizational capacity
 - Intermediate to advanced proficiency in Google Suite
 - Adept at learning & excelling in new technologies, software, & systems

- **Preferred Qualifications & Skills:**

- 1-2 years of lay leadership experience within local church ministry
- Administrative experience
- Project management experience