



POSITION

This full-time staff position provides administrative support to the Family and Student Ministries of Signal Mountain Presbyterian Church. This role requires strong organizational skills, attention to detail, a process-oriented mindset, flexibility as well as a pleasant and peaceful demeanor to positively engage with ministry participants, parents, and leaders.

This position reports to the Director of Student Ministry, with additional accountability to the Associate Pastor of Family Ministry.

ESSENTIAL DUTIES & RESPONSIBILITIES

Assist the Associate Pastor of Family Ministry, the Director of Student Ministry, and the High School/Middle School Directors in leading the student ministry by:

- supporting ministry events by leading the development and execution of required communications, managing registration, payment and release forms as applicable, producing printables, accounting for expenditures, and ordering supplies.
- being present at key ministry events, such as sending and receiving for student retreats, that may require some weekend hours.
- assisting in the recruitment, equipping and training volunteers.
- maintaining accurate records for Student Ministry in Church Community Builder (CCB).
- administering the Ministry Safe program to ensure compliance with Signal Pres policies and procedures.
- assisting the Associate Pastor of Family Ministry and the Director of Student Ministry with calendars, appointments, and office support as requested.
- supporting committee and other Student Ministry-led meetings including attending as requested, developing reports, recording and filing minutes.

Support the overall church office operations under the direction of the Director of Church Operations as part of the Ministry Coordinator Team, including answering phones, greeting visitors, receiving deliveries, and assisting with cross-department initiatives and events.

Attend weekly staff meetings.

SKILLS AND EXPERIENCE REQUIREMENTS

- Evidence of a faithful and growing relationship with Jesus
- Excellent written and oral communication skills
- Pleasant, caring spirit; peaceful demeanor; team player
- Comfortable with meeting urgent deadlines
- Proficient in Microsoft Office Suite and the demonstrated ability to learn new software as required

APPLICATION

Interested applicants, please send your resume to Jesse Schwindt at info@signalpres.org.