

Student Ministry Admin Assistant

Win: Support Student Ministry through excellent administration, organized systems, and strong event coordination so students, families, staff, and volunteers can thrive

Reports to: Family Life Pastor

Roles

Student Ministry Administrative Support

- Provide administrative support for Student Ministry staff, programs, and events
- Assist with scheduling, communication, registrations, and ministry coordination
- Organize forms, ministry resources, supplies, calendars, and digital files

Events, Camps & Registrations

- Support planning and logistics for camps, retreats, trips, and special events
- Manage registrations, forms, payments, rosters, transportation details, and event communication
- Help coordinate supplies, schedules, lodging, meals, and other event needs

Database & Communication

- Help maintain student, family, volunteer, and attendance records
- Assist with email, text, registration, and parent communication
- Maintain accurate ministry records and follow-up information

Safety & Compliance

- Help maintain Student Ministry safety procedures and ministry policies
- Assist with permission forms, medical information, background checks, and required documentation
- Maintain accurate records for camps, trips, events, and weekly ministry activities

Qualifications

- A growing relationship with Jesus and agreement with The Chapel's mission, values, and beliefs
- Strong organizational skills with excellent attention to detail
- Friendly, welcoming, and able to communicate well with students, parents, and volunteers
- Comfortable learning and managing administrative computer systems
- Able to manage multiple details and deadlines for events, camps, and ministry activities
- Experience with church administration, customer service, event coordination, or office support preferred
- Proficient with Microsoft Office and basic computer systems

Regular Work Schedule: Required days: Tuesday, Sunday mornings, Wednesday evenings.

Optional Days: Monday, Thursday, Friday. 20-24 hours/week. 12 months.