



RIVERSIDE

Job Title: NextGen Administrator	Reports to: Director of NextGen Ministries
Department: NextGen	Job Grade: Part-Time
Schedule: Set in collaboration with supervisor; occasional evening or weekend support for events	

Position Overview

The NextGen Administrator provides organized, responsive administrative support to Riverside Kids and Riverside Student Ministry. This role helps the team communicate clearly with families and volunteers, keeps ministry information and digital channels current, and coordinates assigned event details. The administrator works with ministry leaders and the church communications team to help families and students stay connected and take their next steps in following Jesus.

Key Responsibilities

Administrative Support

- Manage assigned calendars, meeting logistics, room reservations, notes, forms, registrations, records, and follow-up tasks for NextGen ministries.
- Monitor assigned NextGen inboxes, phone messages, contact cards, and Planning Center workflows; respond or route requests promptly and appropriately.
- Prepare documents, schedules, rosters, parent resources, and reports as requested by NextGen ministry leaders.
- Track and order approved ministry supplies; organize receipts, deposits, reimbursements, and expense documentation in partnership with ministry leaders.

Communication & Media

- Draft, format, schedule, and distribute approved parent and volunteer emails, texts, newsletters, and ministry announcements using church-approved tools.
- Maintain accurate NextGen calendars, registration links, and ministry information across designated communication channels; coordinate website updates with the communications team.
- Create and schedule approved social media posts for assigned NextGen accounts, using Riverside brand guidance and content supplied or approved by ministry leaders.
- Create or adapt simple graphics, slides, flyers, and short-form photo or video content for ministry communication; organize approved media assets for future use.
- Collect event photos, stories, and ministry highlights with appropriate permissions and share them with the communications team as needed.
- Coordinate communication requests, deadlines, and final approvals with ministry leaders and the communications team.



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Event Coordination

- Coordinate assigned NextGen event logistics, including registrations, attendee information, volunteer communication, supplies, vendors, payments, and timelines.
- Work with Facilities and other teams on room setup, equipment, signage, and event needs; support setup, check-in, and follow-up when scheduled.
- Keep event details and family-facing information accurate and share updates with the appropriate staff and volunteers.

Working Relationships & Expectations

- Serve families, volunteers, and staff with warmth, professionalism, discretion, and attention to detail.
- Prioritize work with the Director of NextGen Ministries so responsibilities fit the agreed part-time schedule; flag capacity or deadline conflicts early.
- Collaborate with Kids, Students, Communications, Facilities, and other Riverside teams while following approval processes and safeguarding confidential information.
- Perform other related duties within the scope and schedule of the position as assigned.

Qualifications

- Follower of Jesus Christ who supports the mission, vision, and values of Riverside Church.
- Strong written communication, organization, follow-through, and ability to manage multiple deadlines.
- Comfort using or learning Planning Center, Google Workspace, Canva, email and texting platforms, social media scheduling tools, and expense systems.
- Experience with administrative support, ministry communications, event coordination, or basic digital media preferred.
- High school diploma required; related education or experience preferred.