



FIRST MCKINNEY

BAPTIST CHURCH

Job Description

Job Title: Student Ministry Administrative Assistant

Job Purpose: Provide administrative support for the Student Ministry and maintain appropriate communication between Student Ministry and other ministries within First McKinney.

Responsibilities:

- Provide administrative support for all Student Ministry events, programs, and Student Ministers.
- Works closely with Student Ministry to foster a team spirit among all members of the Student Ministry.
- Works with Student Minister to maintain financials for the Student Ministry events and programs.
- Maintains membership database of all attendees and volunteers. Provides necessary reports on attendance, numbers, prospects, etc.
 - Maintains guest records and guest follow up processes
- Processes and organizes all facility requests including but not limited to event setup/cleanup, air/heat schedule, door schedule, and all other maintenance details necessary for daily and special events within the Student Building.
- Purchasing and processing of office specific resources for the Student Ministry.
- Assists the Student Ministry in coordinating the tasks necessary for the successful completion of all programs and missions of the Student Ministry. Programs include:
 - Sunday mornings
 - Wednesday evening activities
 - Backyard Bible Club
 - DNOW
 - Xtreme Camp
 - Summer Events
 - Missional Activities
 - Reach and Receive Events
- Maintain & Organize Student Ministry Adult Volunteers to include
 - Staffing office with volunteers on Sunday's, Wednesdays, and events as needed.
 - Snack Bar
- Communicate regularly with families re: events and programming.
- Communicates regularly with the Communications Department with event dates, details , needs, and changes.
- Attend weekly church staff meetings and student staff meetings.
- Be present for families needing questions answered regarding registration and scholarships.
- Anticipate the needs of the Student Ministry.
- Process all safety training needed for volunteers.
- Fulfill any additional duties delineated by the Student Minister.

Qualifications:

- Understand and embrace our mission, strategy, values, and objectives.
- Display a vibrant pursuit and relationship with Jesus Christ.
- Must agree and adhere to Statement of Core Beliefs & First McKinney Core Values.
- Proficient knowledge of office technology.
- Proficient knowledge of Excel.
- Self-starter and detail-oriented approach.
- Highly detailed, professional communication and written skills required.
- 3-5 years Administrative Assistance Experience Preferred.

Full Time: Hourly	FLSA Status: Non-Exempt
Ministry: Students	Account #: 60030
Reports to: Student Minister	Date Prepared: July 2026