



Revised 04/13/26

Position Title	Department/Ministry/Location
NextGen Administrative Assistant	NextGen Team
Supervisor Position Title	Weekly Hours
Family Pastor	12-16
Position Status/ Classification	Ministerial Status
Regular Part-time	N/A

Position Summary:

The NextGen Administrative Assistant (NGAA) facilitates the efficient operation of the overall NextGen Team by performing a wide range of administrative and clerical tasks. The NextGen Team is made up of the High School, Middle School, and Children’s Ministries. This supporting role requires a strong grasp of administrative skills, including technological proficiency, written and verbal communication, organization, time management, and attention to detail. The NGAA will be required to stay abreast of varying ministry plans in order to assist the Family Team, staff and key volunteers, in the successful accomplishment of ministry goals and projects.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Performs a wide range of administrative and office support activities across the entire NextGen Team as requested (i.e., communications, weekly teaching and ministry aid preparation, volunteer coordination, calendar management, ministry-specific software, etc.).
- Supports and monitors the implementation and execution of plans for ministry projects as required.
- Aides with preparation, logistics, and administration for various ministry events.
- Abides by all policy and procedure contained in the UCC Employee Handbook.
- Meets regularly with the Family Pastor for any necessary training, equipping, oversight and ministry coordination.
- Maintains the volunteer/student directories and participant distribution lists for the NextGen Team.
- Assists with ministry communication (i.e., social media, website, written/electronic communications, etc.)
- Facilitates the ordering and procurement of office supplies related to facilitating ministry operations across the NextGen Team.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the office.

Qualifications (Knowledge, Skills, and Abilities)

Education and Experience:

- High school diploma or equivalent and one to three years of related experience in an office environment.

- Excellent computer skills with proficiency in Microsoft Office Suite including Word, Excel, PowerPoint, and other similar or related programs.
- Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

Knowledge, Skills, and Attributes:

- Vibrant follower of Jesus with strong character.
- Commitment and support of UCC's vision, mission, and values.
- Possess cultural awareness and sensitivity.
- Live the staff values of UCC.
- Active and engaged member of UCC preferred.
- Strong multi-tasking and follow-up skills with ability to manage and meet deadlines.
- Must be able to maintain confidentiality and discretion, be detail oriented, collaborative, and possess strong organizational and prioritization skills.
- Self-starter, critical thinker, and problem solver who can work out what needs to be done, not just follow a to-do list
- Strong verbal and written communication skills including editorial and proofreading skills.

Licenses, Registrations, and Certificates:

- A background check and drug screening are required

Physical Requirements:

- Able to conduct business both sitting and standing, in an active and dynamic environment (classroom, office). The ability to lift up to 20 pounds at times is expected.
- Able to commute to and from work to the church campus or designated off site locations; as necessary.
- A background check and drug screening are required.

Salary:

- Commensurate with experience and capability at an hourly rate. To be discussed in the hiring process.

Employment At-Will:

All employees of UCC are at-will, and as such, are free to resign any time without reason. UCC, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of UCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Next Steps:

Send resumes or inquiries to michael@university.church