Next Gen Admin and Events Coordinator JOB DESCRIPTION

October 2019

The Next Gen Admin and Events Coordinator is responsible for providing administrative support and event planning across Youth and Children’s Ministries. This role is part of cohesive ministry for children and youth from birth to high school graduation, so they may INVITE others that they may live in the life-changing power of knowing Jesus, ENGAGE with others as we "do life together" while digging deeper into what it means to follow Jesus, and SERVE both inside and outside our walls to offer hope to a world that desperately needs it.

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| Ministry Area | Discipleship |
| Position | Next Gen Admin and Events Coordinator |
| Accountable to | Director of Youth and Next Gen Ministries |
| Position is | Part-time, 25 hours/week |
| Talents or Abilities Desired | Organization, administration, event planning |
| Best Personality Traits | Disciple of Jesus Christ, love of children, team player |

Responsibilities/Duties:

1. Provide administrative support for children’s and youth activities, including small groups, summer camp, mission trips, retreats, and special events.
2. Plan and lead several special events for children’s and youth ministry that occur outside of weekly programming time, as determined by the Director of Youth and Next Gen Ministries.
3. Coordinate with other ministry teams (Worship, Communication, Children, and Youth) to plan and prepare for annual children’s and youth-related worship events.
4. Work closely with the Director of Communications to promote children’s and youth ministry events and details. Update staff, parents, and participants as needed.
5. In conjunction with administrative staff, maintain records of children, youth, and leaders utilizing Arena.
6. Manage volunteer activities and processes for Next Gen Ministries to include the onboarding process for new volunteers and planning volunteer celebrations.
7. Meet regularly with the Director of Youth and Next Gen Ministries.

Education/Experience:

An undergraduate degree and experience in Christian Education is preferred.

Core strengths:

* Interpersonal skills
* Organization
* Communications