

Job Title: Oneighty Student Ministry Assistant
Reports to: Oneighty Associate Pastor
Status: Part-time



PERSONAL QUALIFICATIONS:

1. Practices transparent, authentic Christian values and principles publicly and privately.
2. Worships Jesus wholeheartedly. It is the passion of his/her life to be a disciple of Jesus Christ.
3. Yearns for excellence in all he/she does, yet sees the value of the person as more important than the perfection of the ministry.
4. Has a passion for working with middle and high school students.
5. Will positively relate to students, parents, adults and leaders in our community.
6. Has a servant's heart and teachable spirit, approaching all things with a sense of humility.
7. Practices "going the second mile" in accomplishing work and creating and maintaining positive relationships.

PROFESSIONAL QUALIFICATIONS:

1. A gifted, proven administrator passionate about coordinating, planning and organizing for students.
2. Computer literate (Word processing, PowerPoint, Excel, Data entry, etc.)
3. Detail-oriented and deadline driven administrator.
4. Bachelor or Associate's degree preferred.

GENERAL RESPONSIBILITIES:

1. Oversee all registration and data entry, check-in records and first time guest follow-up.
2. Answer incoming calls for the Oneighty ministry.
3. Minister to students as needed during Oneighty events.
4. Coordinate all bulk and individual mailings including birthday cards and special event projects.
5. Recruit, train, schedule and communicate with volunteers in conjunction with Oneighty Student Pastors.
6. Work with parents to track, accommodate and communicate food and medical needs.
7. Collect and track registration and payment for events and maintain department's petty cash.
8. Aid in coordinating all Sunday night programs as well as Oneighty Student Ministry special events.
9. Converse with Meals Administrator to ensure all food needs are covered.
10. Assist to ensure coordinating finite details of special events, travel accommodations, etc.
11. Provide oversight and development to the Oneighty Volunteer Teams and Intern program.

SECONDARY DUTIES AND RESPONSIBILITIES:

Other duties, responsibilities and/or ministries may be acquired or assigned such as answering phones, assisting with mail, lead projects that are of added value to the church or Oneighty Student program.

To Apply:

Send an email to Candace Ford at Ford@unionchapel.com with the following:

1. Cover Letter and Resume.
2. Links to videos demonstrating your preaching and teaching abilities.
3. (Optional) A 2-3 minute video introducing yourself to our search team.

More information about Union Chapel and Oneighty can be found at UnionChapel.com.