

# Junior High Coordinator

## Classification

- PT Non-Exempt (Coordinator)
- Hourly range (\$17-18)

## Reports To:

- Jr. High Pastor

## Time Commitment: (Examples)

18+ hours/week, plus or including:

- Camps
- Monthly events to help reach and grow students.
- Weekly participation in EFCC staff meetings.
- Serves on committees as assigned.
- Participation in the life of the body through worship gatherings, etc.

## Qualifications: (Examples)

- Commitment to EFCC's Statement of Faith, Mission, & Values.
- Attends EFCC worship services on a regular basis.
- Has a High School Diploma, has at least one year of computer experience in Word, Outlook, Excel, Publisher, Access and types at least 50 words per minute, corrected. Has a good understanding of all office equipment. Has excellent English grammar and spelling skills.
- Must be detail oriented, have the ability to multitask, can follow instructions and be able to work with minimum supervision is essential. Can work effectively in a busy, noisy, fast-paced atmosphere
- Has experience directing volunteers and college age staff. Is flexible, can deal with interruptions, is a good listener and has an attitude of helpfulness

## In a Sentence:

The Jr. High Administrative Assistant contributes to an effective ministry to the Jr. High students at EFCC, by providing administrative oversight and direction for the Jr. High Pastor, interns, ministry partners, parents and students.

## Key responsibilities include, but are not limited to:

### Job Responsibilities and Duties:

- Handles accounting functions for the department money, preparing deposits, doing monthly mileage and budget transactions, handling petty cash for the department, and processing the Pastor's credit card expense report.
- Acts as registrar for all camps, retreats and activities with contracts and deposits, staffing and equipping the registration office.
- Handles ministry phone calls with grace and sensitivity.
- Provide ministry materials and logistic support needed for ministry partners and students.
- Keep the department planning calendar and related reservations up to date. Updates and maintains student and leader information and attendance records.
- Assists in the recruiting of ministry partner staff by contacting, supplying materials, and scheduling appointments with the Pastor.
- Directs intern staff and ministry partners as needed.
- Is available Sunday mornings, & Wednesday nights to provide direction and assistance to students, leaders, interns and parents, staff the registration office and help the Pastor as needed.
- Order necessary materials for ongoing ministry needs.

### Organizational Relationships:

- Interacts professionally with all staff personnel, EFCC committees/councils, congregation, volunteers, representatives from other churches.

### Other:

- Works a schedule and receives time off and other benefits as outlined in the Emmanuel Faith Community Church Employee Handbook, Version Date: July, 2009.
- This position has varying hours according to event needs

### Training and Development:

- Is willing to develop professional as well as personal and spiritual life by personal and spiritual life by personal study, attending seminars, classes, etc.