

Job Title: Administrator 1, Campus College & Youth (Anderson)**Reports to: College Pastor and Youth Pastor (Anderson)****Employment Status: Full-time (40 hours)****Compensation Basis: Non-Exempt****Staff Classification: Non-Ministerial****Job Purpose:** To provide administrative support to Campus College & Youth Ministries.**Duties:***College Ministry*

- Draft and email weekly updates to student listserv
- Communicate updates of College website as needed and current events
- Answer emails sent to the College Ministry account
- Prepare agendas for weekly College staff meetings
- Work with the assigned Fellow(s) to coordinate logistics for Sunday mornings
- Coordinate appointment calendar for College staff, if necessary
- Prepare and follow up on events (plans, documentation, feedback, etc.)
- Approve expenditures under \$200
- Coordinate System-wide College events, with help of Fellows

Youth Ministry

- Schedule and book location of meetings, communicate to all who should attend, and make important announcements
- Administrate events by communicating to youth, families, staff, and Fellows about details, take charge of registration, and book location
- Communicate to Youth Group students and parents, leaders, and Facilities Administrator about Youth Ministry events via emails, etc.
- Oversee and communicate updates of Youth website
- Delegate and follow-up with Fellows and Residents on task management

General Administration

- Financial
 - Administrate Visas of self and others, as necessary
 - Properly submit check requests, invoices, receipts and money
 - Understand and oversee departmental budget
 - Manage petty cash (if applicable)
- Request Forms
 - Use proper Google Forms and means of communication when requesting resources from other teams
 - Submit Communication, Childcare, Maintenance, Production Maintenance, and Worship Request forms, communicating needs and changes through process
- Communication
 - Maintain excellent working knowledge of GSuite: Drive, Gmail, Calendar, Docs and Sheets
 - Enter events on to Google Calendar(s), following proper protocol and procedures

- Ministry Platform
 - Oversee all data entry for department and ensure the training of other members of department
 - Engage in furthering knowledge of the database and promote excellent use of it by keeping data updated and accurate
- Facilities
 - Reserve rooms for events and meetings
 - Ensure proper setup, take down, and clean-up of facilities used by your department
- Congregation
 - Serve as primary source of contact between department and congregation, managing phone calls, emails and other inquiries
 - Communicate important dates and events using appropriate Communication Team guidelines
- Personnel
 - Administrate Universal Application (if applicable)
 - Manage out of office dates for department

Miscellaneous

- Attend and participate in all required meetings (College, Youth, Campus)
- Attend and participate in Sunday Grace College
- Attend and help as necessary with ministry events

Other duties, as assigned

Qualifications:

- A committed and growing Christian in a strong relationship with a local, Bible-teaching church
- Bachelor's Degree or equivalent combination of education and experience
- Minimum 2 years' experience in this/related field preferred
- A passion for support and service with a teachable spirit
- Detail-orientation, with ability to analyze, prioritize and complete assigned tasks with excellence
- Ability to engage in multiple projects and priorities, independently as well as in a team context
- Demonstrated capacity for professional administration
- Knowledge of and experience using computers, electronic communication, and the internet
- Effective interpersonal, relational and communication (written and verbal) skills
- Supportive of the Constitution, Doctrinal Statement, Mission, Values, and Vision

*See GBC Personnel Manual for further information
Revised April 2021*