

Student Ministry Coordinator

OPEN

Position Type: Non-Exempt
Category: Regular, Three-Quarter position (30 hours)
Classification: F
Reports to: Director of Student Ministry

Ministry Objective

Provide administrative support and coordination for Student Ministry programs, events, trips, and day-to-day operations assisting the Director and other Student Ministry staff as needed to fulfill the mission of Student Ministry department.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DEPARTMENT DUTIES

- Use BUMC approved software to maintain database of students, adults, and volunteers; send emails and other communications to students/parents, reserve event/meeting space, update webpages for student ministry, create web-based registration forms, and other tasks as assigned
- Work with all BUMC departments (e.g., Finance, Facilities, Communications, etc.) as required to ensure proper processes, guidelines and procedures are being followed
- Collaborate with student ministry staff and lay leaders to accomplish Student Ministry goals
- Assist with event and retreat coordination as assigned
- Provide calendar management for department
- Recruit, train and coordinate student and parent volunteers as needed and implement volunteer appreciation opportunities
- Oversee the Youth Café (in coordination with the Café Coordinator where appropriate) by maintaining appropriate inventory of supplies, providing coffee service for in-building meetings, café service for large events as requested (e.g., Annual Conference)

ADMINISTRATIVE & FINANCIAL DUTIES

- Oversee purchase order process and maintenance of departmental budget records, including reconciling month end and year-to-date ledger for all programs and events
- Process monthly credit card payments and expense reports
- Facilitate background checks & Safe Sanctuary training requirements for volunteers in Student Ministry participants
- Maintain Medical Release forms for all student Compile and distribute minutes of student ministry staff meetings
- Oversee paperwork for administration of the children's budget as directed by department director
- Attend staff and other departmental meetings as requested
- Oversee bulk mailings
- Receive and respond to departmental calls and emails
- Manage upkeep of office equipment
- Back up Reception Desk upon request

WEB-PAGE AND DATABASE DUTIES

- Timely and accurate data entry, management, and up-keep of database information for student ministry, maintaining and tracking attendance for student ministry programs
- Run database reports and prepare presentations of data as assigned
- Manage participant registration for Student Ministry events in eSpace software
- Coordinate scheduling of rooms and other facility related needs in eSpace software
- Post content provided by assigned staff to webpages and social media sites
- Import data and develop communication using MailChimp or other mass email software

Competencies

- Ability to communicate and relate to students and parents
- Understanding of basic finance and budgeting processes
- High level of competency in Microsoft Office software and other web-based technology (e.g., Facebook and other social media webpages) with ability to learn computer programs quickly and use them proficiently (e.g., church data management system, event scheduling and registration software, ProPresenter, Photoshop)
- Effective written and verbal communications skills
- Excellent organizational skills with a strong attention to detail and accuracy
- Self-starter who takes initiative and anticipates needs of the department
- Ability to handle sensitive information with the highest degree of integrity and confidentiality
- Able to work efficiently and effectively in a team environment (as well as independently) exhibiting flexibility when needed

Education & Experience:

- Bachelor's degree in Business Administration or related field and/or equivalent experience/certification required
- Three (3) – five (5) years of administrative experience

Supervisory Responsibility

This position does not have employee supervisory responsibilities.

Work Environment

This job operates in a professional office setting that involves everyday risks or discomforts requiring normal safety precautions. The position routinely uses standard office equipment.

Physical Demands

While performing the duties of this job, the employee will be in an office environment. Position is mostly sedentary most days and is required to talk, hear, stand, walk, and sit. Employee must occasionally lift or move items up to 25 pounds.

Expected Hours of Work

Regular days and hours of work are Monday - Friday, 30 hours per week. Occasional evening and weekend hours required for events.

Travel

Travel is primarily local during the regular workdays although some out-of-the area and overnight travel may be expected.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.