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| **JOB TITLE:** Student Ministry Relational Assistant | **DEPT:** Student Ministry |
| **SUPERVISOR:** Student Ministry Director | **STATUS:** Full Time, Non-Exempt |
| **SALARY RANGE:** $40,000-$50,000 | **WORK HOURS:** 40(includes some nights & weekends as necessary) |

**Objective**  
This position invests relationally in students, parents, and volunteers, takes on substantial leadership of programs and the spiritual formation of students, and participates in the broader staff life and mission of the church. Additionally, this position includes intentional investment in the individual through retreats, spiritual direction, and formative study alongside the rest of the Student Ministry team and clergy.

**Knowledge**

* Knowledge of relational ministry to middle and high school students; well-informed about current adolescent culture and issues
* Knowledge of implementation of various programs, including community service programs, social justice programs, retreats, immersion programs, and liturgical ministry
* Knowledge of the United Methodist Church beliefs, doctrines, discipline, traditions, and social principles

**Job Duties and Responsibilities**

* In collaboration with the Student Minister, lead and invest in our community of mid-week small groups in which students build strong relationships with one another and their adult leaders
* Lead and execute weekly programs: Middle School mid-week gatherings and small groups and/or assist with High School Sunday gatherings and small groups
* Help Develop biblical curriculum for grades 6 through 12
* Assist and co-lead in planning and running special events, retreats, the local MAP Mission, and global mission trips
* Facilitate classroom set up, weekly attendance, coordinating and planning activities, trips, volunteers, speakers, and services for confirmation.
* Establish a plan for relational contact work with students in the ministry which would include meeting with students regularly outside of church (sports games, meals, concerts, etc.)
* Attend Wednesday night dinners with students
* Meet, welcome, and follow up with new students
* Become an expert on best practices in using traditional communication as well as social media to build relationships with students
* Work closely and assist in discipling interns (often young adults or college students)
* Regularly and strategically interact with volunteers, providing them encouragement, support, and leadership
* Assist and execute Pastoral Care as needs arise and refer when necessary
* Assist Student Ministries’ Pastor with creation and management of budget
* Maintain attendance records and outreach to students with low or no attendance
* Maintain student list for weekly Student Ministries Mailchimp’s communication
* Respond to phone calls, oversee and lead student worship services, and other ministerial duties
* Attend all required church staff, Student Ministry Staff, Student Council Parent, and MYF Volunteer training meetings
* All other duties as assigned by the Director of Student Ministries, Senior Pastor, Associate Pastors or Executive Director

**Skills and Qualifications**

* Has a strong and growing faith in Jesus Christ, and a commitment to sharing their faith with others
* Ministry-minded with a commitment to the church and its growth
* Aptitude in technology and social media
* Excellent verbal and written communication skills
* Strong organizational, interpersonal, and time management skills
* Flexibility, good judgment, and the ability to set priorities are critical attributes
* Energetic self-starter/takes initiative
* Ability to handle complaints and problems with tact, patience, and diplomacy
* Must handle confidential and sensitive information discreetly and according to church protocol
* Proficiency in the Microsoft Office Suite programs (Word, Excel, PowerPoint, Outlook)
* Proficiency in spreadsheets and desktop publishing programs
* Operate standard office machines
* Current First Aid, CPR, and AED training
* Must have a valid driver’s license

**Education and Experience**

* Bachelor’s degree preferred
* Two years experience working with students in a professional or volunteer capacity
* or; combination of education and experience commensurate with the minimum requirements of this position

**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; bend and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office and/or clerical equipment. Requires normal range of hearing. Specific vision abilities required by this job include close vision.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to perform the essential functions of the position satisfactorily and that, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Airconditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

The office environment is fast-paced and may be considered stressful, due to seemingly regular interruptions because of numerous urgent and unexpected requests that requires multi-tasking. This is a full-time position, and hours of work and days are Monday through Friday.  Occasional evening and weekend work will be required as job duties demand.

**Equal Opportunity Employer**  
Northside Church is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

**Disclaimer**

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Job descriptions are not intended as and do not create employment contracts. Northside Church maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.