FIRST BAPTIST SPARTANBURG
www.fbs.org | 864.583.7245 | 250 E. Main St. Spartanburg, SC 29306

Job Description

Administrative Assistant - Youth Ministry

Department: Youth
Reports to: Youth Minister
Job Status: Full-Time
FLSA Status: Non-Exempt

Summary

The Youth Ministry Administrative Assistant provides administrative support to help our team *saturate Spartanburg, the Carolinas, and the world with the gospel of Jesus Christ*. Specifically, this role provides administrative and project management support to the Youth Ministry (students, parents, volunteers, etc.) and the youth ministry team (Youth Minister and two Youth Associates). This role ensures smooth communication, organization, and execution of ministry initiatives that serve students and their families from 6th through 12th grade. The Administrative Assistant helps coordinate volunteer teams, manage ministry calendars and resources, and support special projects and events that align with the church's mission of supporting, teaching, and leading the next generation.

Qualifications & Primary Job Responsibilities may include but are not limited to the following:

- Attend team meetings and staff meetings.
- Meet regularly with the Youth Minister for ministry alignment and support, feedback and responsibility clarity.
- Help coordinate and navigate the Youth Minister's calendar and also coordinate large events on calendars for the Youth Ministry Associates.
- Manage ministry/volunteer calendars, schedule meetings, and prepare materials for the Youth Ministry team.
- Process expense reports, purchase orders, and track budget spending as directed.
- Execute assigned workflows that help new volunteers, families, and students take next steps in FBS
- Serve as the point person for ministry coordination; such as making purchases, supply ordering, equipment setup and curriculum distribution to assist Youth Ministry staff team and volunteers in the execution of all programming
- Maintain organized systems for files, rosters, registrations, and ministry resources.
- Assist with communications, including emails, newsletters, social media posts, and event promotion.
- Actively coordinate with the Family Ministry team and Human Resources to ensure all volunteers have adequately completed the protective policies necessary to serve with participants under the age of 18.
- Use Planning Center, Microsoft Office products, Checkr, and other relevant ministry applications to organize events, communicate with FBS staff teams, volunteers, and ensure the team meets protective policy guideline minimums.
- Coordinate with other staff members to ensure that Youth Ministry is aligned administratively with other teams (Family Ministry and Groups and Discipleship, for example).

Other responsibilities may include but are not limited to the following:

- Coordinate with other church departments (facilities, communications, worship, etc.) to ensure smooth execution of projects.
- Participate in training and implement new programming as needed to ensure that the Youth Ministry team is aligned with churchwide processes and updates.
- Assist in planning and executing seasonal events (VBS, volunteer appreciation, holiday programming, camps, winter weekends, and graduations).

Qualifications:

- Bachelor's degree in related field preferred.
- 2+ years of experience in a similar role in a church or professional environment.
- Highly relational with staff, other ministries, students, and volunteers.
- Gifted in organization, administration, and multi-tasking.
- Ability to sit, stand, manage office duties, use the computer/phone, traverse the campus, manage materials on carts, and transport materials throughout the Hangar building.

Requirements:

- Maintain a growing personal relationship with Jesus Christ.
- Be committed to personal devotion through scripture and prayer.
- Lead your family spiritually OR be willingly led by your husband, spiritually.
- Faithfully support the ministry of First Baptist Church by tithing and displaying biblical stewardship of personal resources.
- Have a heart for shepherding and spiritually guiding others.
- Be an active member of FBS and an active member of an FBS group; connecting with the body of Christ regularly.
- Be faithfully committed to the vision, mission, and values of First Baptist Church Spartanburg.

***Salary based on education and experience**