

COVENANT CHURCH

# Student Ministry Assistant

POSITION DESCRIPTION



## COVENANT CHURCH

The vision of Covenant Church is to build a community to reach a community. We are committed to being missional, relevant, accessible, relational and transformational. We strive to be a place known for what we're for instead of what we're against, a safe place for people to explore and discover the greatness of God.

### **Position Summary:**

To provide administrative support for Covenant Students

**Reports to:** Student Ministry Director

### **Key Requirements**

- A growing relationship with Jesus Christ
- Consistent spiritual and moral character and lifestyle
- A driving passion for impacting the lives of students with the gospel
- In heart and deed, affirm Covenant's statement of faith, and be committed to the direction (Mission, Vision and Values) of Covenant and its leadership.
- High school diploma or equivalent.

### **Responsibilities**

- Oversee the use of MyCovenant database for Covenant Students: troubleshooting check-in problems, keeping attendance, running reports, and sending out communication to groups as needed.
- Perform daily, weekly and monthly communications through email, text and social media.
- Help with preparation and organizing for student ministry and leaders' events.
- Create graphics for communication purposes.
- Coordinate registration for special events and trips.
- Help assist with the process of onboarding new volunteers and follow up with new students.
- Lead the process for Camp/missions trip planning such as registration sign-ups and promotion.
- Help process receipts and manage the student ministry budget
- Provide additional administrative support as requested.

### **Desired Attributes**

- Self-starter & Driver – Help anticipate the needs on projects/tasks and ability to prioritize and handle multiple tasks in a fast-paced environment.
- Organized & Attentive to Detail – Able to create systems/processes to help keep track of projects/tasks and be able to problem solve when challenges arise.
- Excellent Communication – Able to create and proofread content for Covenant Students with a commitment to excellence.
- Team Player & Reliable - Operate well in a team-based ministry leading multiple groups of volunteers.
- Proficiency In MS Office - including Word, Excel, PowerPoint and Outlook.

This is a part-time position (avg. 15 hrs. per week) and sometimes includes a few special events throughout the year.

All inquiries can be directed to Frank DiRenzo, Student Ministry Director, by email at [FrankD@covenantdoylestown.org](mailto:FrankD@covenantdoylestown.org).