



## ROLE DESCRIPTION

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<b>Role Title:</b>	College/YA Admin	<b>Reports To:</b>	College/YA Director
<b>Department:</b>	Discipleship	<b>Supervises:</b>	Volunteers

### Ministry Overview

#### Summary:

The College/YA Admin provides administrative support to the College/YA Director, overseeing communication with students and leaders as well as the implementation of events.

### Job Description

#### RESPONSIBILITIES

The following are the core responsibilities of the role and estimated percentage of time devoted to each area:

1. (30%) **Guest Follow-Up:** To manage the connections process of identifying and assimilating college and young adult guests into the life of the ministry. Email, text and sometimes one on one meetings. Follow up with leaders and schedule them through planning center.
2. (30%) **Marketing/Communications:** To oversee the regular marketing and communications through social media and group app communication platforms and connecting with staff for website updates.
3. (20%) **Sunday Hang Support:** To provide logistical and set-up/tear-down support for the Sunday Hang in between services each week.
4. (20%) **Special Event Management:** To provide administrative oversight with ongoing special events and gatherings, including facility reservations, purchasing and student registrations.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- College degree or equivalent
- Experience using tools to maintain and build a process for connection and serving
- Management of teams

#### REQUIRED SKILLS

- Planning
- Organizing
- Drive for Results
- Managing Through Systems

#### SPIRITUAL GIFTS

- Administration
- Serving
- Organization

#### PHYSICAL LABOR REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer.
- Ability to physically stand, bend, squat, and lift up to 30-40 pounds.